Exhibitor Manual

20th ANNUAL
INVESTING IN AFRICAN
MINING INDABA™

Where the World Connects with African Mining™

3-6 February, 2014
Cape Town, South Africa

Member of:

EXSA
EXHIBITION & EVENT
ASSOCIATION OF SOUTHERN AFRICA

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MINING INDABA, LLC

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Thank you for your CONTINUED SUPPORT

September 2013

Dear Sponsor:

This year we are celebrating our 20th edition of the annual Investing in African Mining Indaba™. Twenty years ago a new day dawned for both the South Africans and the mining industry. That year, South Africa freed itself from the group of apartheid and established itself as a global beacon for democracy and growth. There was also a small group of people who came together (at the Cape Sun Hotel) with a shared vision for the acceleration of mining investment on the African continent and thus the Investing in African Mining Indaba was born. Twenty years later South Africa continues to be one best and brightest stories in the world and the Mining Indaba is the world's largest and most revered and mining investment event.

Today, the Mining Indaba plays host to approximately 8,000 global professionals from 110 countries representing six continents. Throughout the last three years of the annual Mining Indaba we have experienced qualitative and quantitative growth with double digit percentage growth in delegates attending the conference.

Our success comes in a large part to your continued support. Now that we embark on the third decade of the Mining Indaba, the future of mining and the South African continue to show a bright path ahead.

We want to best prepare you for a successful exhibition at the 2014 Mining Indaba. In this very important manual you will find the necessary documents and guidelines to assist you in planning and maximise savings opportunities for your participation.

Critical elements in this exhibition manual include:

- Specifications, critical expense-savings deadlines, and resources for preparing your stand
- Deadlines and instructions for savings on AIRFARE, HOTEL and STAFF REGISTRATION
- Marketing opportunities (both FREE and at additional cost) to heighten your visibility and make connection with the anticipated 8,000 delegates at the event
- The key contacts who will help make your stand planning successful
- And much more!

We cannot urge you enough to please read this document thoroughly and take note of procedures and deadlines which will provide great assistance in reducing expenses and inefficiency for you and your team. We encourage you to call our team members regarding any questions or concerns *(see page 9 for contact information)*.

I look forward to welcoming you the 20th edition this upcoming February in Cape Town.

Sincerely,

Jonathan Moore
Managing Director and Senior Vice President
Mining Indaba LLC

Follow me on twitter at **@miningindaba_JM**

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MINING INDABA'S SOCIAL MEDIA ACTIVITIES – JOIN US!

Mining Indaba keeps the mining world connected 365 days a year through its social media outreach. Mining Indaba goes beyond the Cape Town International Convention Centre walls touches its global community with updates and important developments on African mining. Follow us on any and all of your favorite social media websites.

twitter.com/miningindaba

facebook.com/africanminingindaba

miningindaba.com/linkedIn

youtube.com/miningindaba

You can also follow Mining Indaba's MD, Jonathan Moore on twitter at **@miningindaba_JM**

Event Schedule

HOURS OF OPERATION

Date	Move-in/out Hours	Custom Stands	Conference Hours	Exhibit Hours
Thursday, 30 January	**Contractor Only**	**Targeted		
Friday, 31 January	**Contractor Only**	**Targeted		
Saturday, 1 February	07:00 – 07:00 (24hrs)			
Sunday, 2 February	07:00 – 00:00			
Monday, 3 February	07:00 – 12:00***		09:00 – 17:40	12:30 – 19:00
Tuesday, 4 February	07:00 – 07:30		07:55 – 17:30	07:30 – 18:00
Wednesday, 5 February	07:00 – 08:00		08:25 – 17:55	08:00 – 18:00
Thursday, 6 February	07:00 – 08:30		08:40 – 13:15	08:30 – 13:00
Thursday, 6 February **Sponsor move-out**	13:00 – 16:00	**Targeted		
Friday, 7 February	**Contractor Only**	**Targeted		

* All Sponsors must have a badge for entrance to the exhibit hall on setup days. Sponsor appointed contractors will be issued a temporary wrist band daily from security at the rear of the halls (access from the marshaling yard). All freight should be through the docks/marshaling yard.

** Custom booths and sponsor appointed contractors must schedule load-in, build and load-out through the official event contractor, Oasys Innovations.

*** All stands must be completed and show ready by **Sunday, 2 February 00:00 (Midnight)**.

NOTE: NEW move-in and move-out and exhibit hours in 2014. The Exhibit Hall will be open to all delegates starting on **Monday, 3 February at 12:30**.

REGISTRATION HOURS

Date	Hours of Registration
Saturday, 1 February	12:00 – 18:00
Sunday, 2 February	08:00 – 18:00
Monday, 3 February	07:00 – 19:00
Tuesday, 4 February	07:00 – 18:00
Wednesday, 5 February	07:30 – 18:00
Thursday, 6 February	07:30 – 12:00

Registration Sponsor:

AngloAmerican

NOTE: NEW Registration hours for 2014. Registration will be open beginning on **Saturday, 1 February at 12:00**.
Bulk Pick-up is by appointment only. Please refer to the requirements in this manual and see if you qualify for this special service.

SPECIAL EVENTS

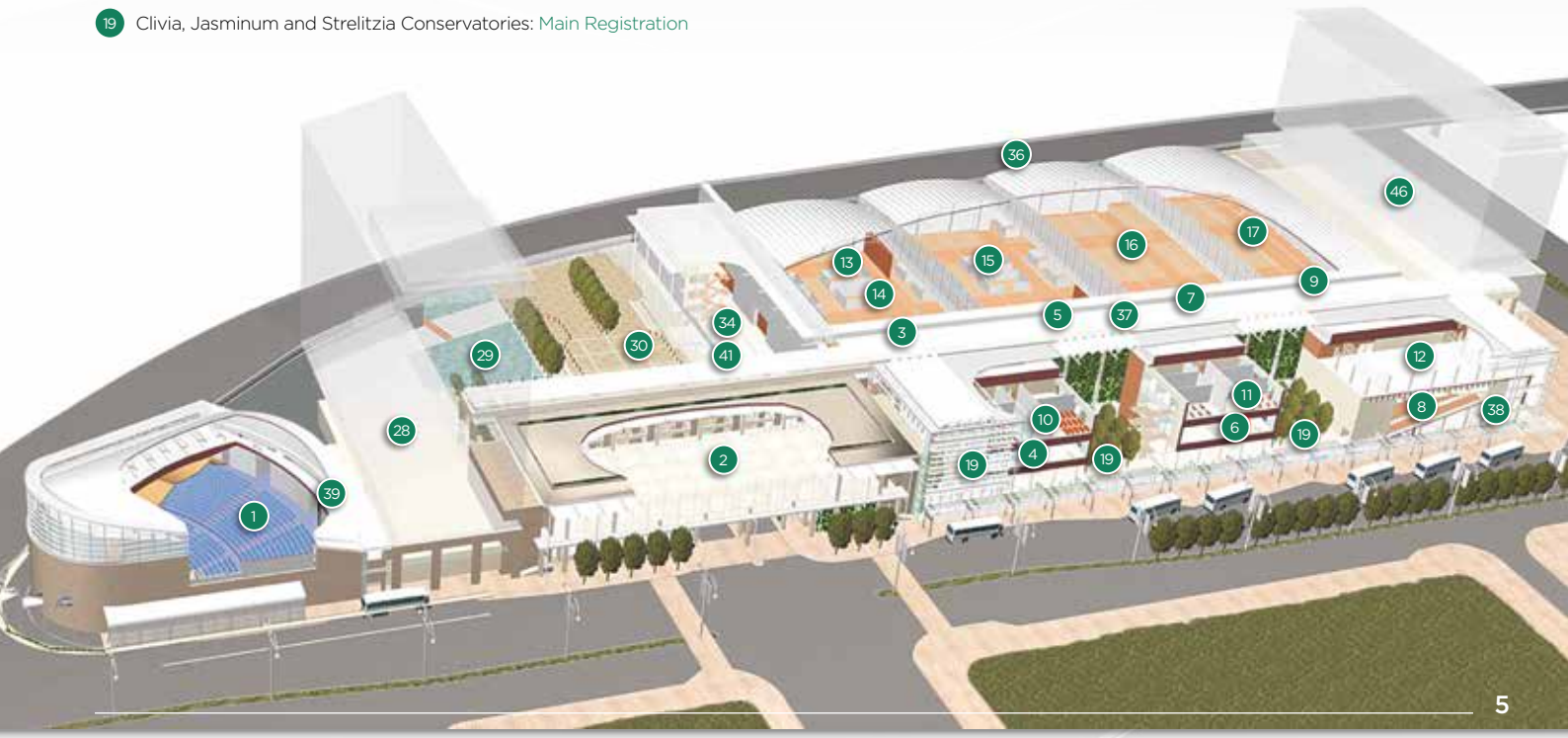
Event	Date	Time	Location	Details
9th Annual Golf Tournament	Sunday, 2 February	13:00 **Coaches depart at 10:30*	Pearl Valley Golf Course	Reservation Required *see pages 17-19*
Networking Lunch	Tuesday, 4 February	13:00 – 14:45	East/West Ballroom	Open to All Delegates
	Wednesday, 5 February	12:00 – 13:45		
Opening Welcome Reception	Monday, 3 February	17:30 – 19:00	Exhibit Halls 2-4	Open to All Delegates
Cocktail Reception	Tuesday, 4 February	17:40 – 18:30	East/West Ballroom	Open to All Delegates
Official Annual Gala Dinner Sponsored by: AngloAmerican	Tuesday, 4 February	19:30	Vergelegen Wine Estate	By Invitation Only

Key Locations

Area	Room/Location
Registration	Clivia & Jasminum Conservatory/ Level 0
Mining Indaba Show Office	1.51 Suite
Press Room	Audi 1 Foyer
Exhibit Hall	Halls 2 - 4
Plenary Stage	Hall 1
Ministerial Sessions	Audi 2, Level 0
White Paper Sessions **NEW LOCATION**	Rear Hall 4B
Securities and Exchange Sessions **NEW LOCATION**	Rear Hall 4A
Sponsor Meeting Suites - CTICC	CTICC, Level 1 & 2
Sponsor Meeting Rooms – Westin Hotel	Westin Hotel, Mezzanine & Old Harbor Level
Matchmaking Pavilion **NEW LOCATION**	Hall 4B
South African Airways Concierge	Gallery, Level 0
GL events Oasys Service Desk	Rear of Hall 2
Exhibition Freighting Service Desk	Rear of Hall 2
CTICC Service Desk	Rear of Hall 2
Tour D'Afrique Housing & Travel Center	Gallery
Opening Welcome Reception	Exhibit Hall 2 - 4
Networking Luncheon	East/West Ballroom
Conference Bab/Material Pick-Up	Garderobe Desk-Front Entrance to Hall 2

CAPE TOWN INTERNATIONAL CONVENTION CENTRE

1. Auditorium I
2. East/West Ballroom: Networking Lunch
3. 4 5 6 7 9 10 11 Meeting Suites
8. Auditorium II: Ministerial Sessions, Sustainable Development at Mining Indaba
12. Roof Terrace Room
13. Exhibit Hall 1: Main Speaking Hall
14. 15. 16. 17. Exhibit Halls 2-4
19. Clivia, Jasminum and Strelitzia Conservatories: Main Registration
28. Westin Grand Cape Town
29. Canal Head and Ferry Terminal
30. Convention Square and Main Entrance
34. Main Foyer
36. Marshalling Yard
37. Gallery Walkway
38. Marimba Restaurant
39. Auditorium Foyer
41. Ministerial Lounge
46. Convention Tower



IMPORTANT INFORMATION AND INSTRUCTIONS

1. STAND PACKAGE OVERVIEW

Your selected stand size and package was submitted with your 2014 Mining Indaba contract. If you omitted this step, or if your records aren't accessible, please contact Fred Noce at +1-619-656-9263 or email: **fnoce@miningindaba.com** before you proceed to order additional equipment. Services and items, such as outlets, additional lights, floral, additional furnishings, etc., are all available within this exhibition kit. Please review the Table of Contents for the order forms you will need for those services and send to the appropriate vendors. If you do not require additional services, you are almost finished.

2. YOUR STAND FASCIA

Your stand package includes a basic fascia with your company name. Color fascia upgrades are available; please contact your sales representative for pricing. The company name and spelling for your stand's fascia will be taken from your signed 2014 Mining Indaba contract. If you omitted that step, or if your records aren't accessible, please contact Nicole Pucci at +1-646-746-8864 or email **npucci@miningindaba.com** before you proceed.

3. BADGE REGISTRATION

Each sponsor company receives an allotted amount of complimentary full conference staff registrations. Your company's staff must register and have the proper badge credentials in order to access the exhibition hall, keynote sessions, breakout sessions and food functions. Upon receipt of your sponsorship deposit, you will receive a Unique Registration Code accompanied by your customized registration form. Our Customer Service Team will take care of registering your delegates for you. Simply complete the provided registration form and return it to our customer service team via email: **info@miningindaba.com** or fax to +1-860-701-5909.

Please be sure to use your unique registration code or you may be inadvertently charged full price. You will receive an email confirmation when each of your delegates has registered. If you would like to register more than your complimentary allotment, you can do so by contacting our Customer Service Team at **info@miningindaba.com** or +1-859-746-5700. Your conference registration includes access to: keynote and conference sessions, exhibition hall, ministerial sessions, and food functions at the event. Please be advised that if your badge is lost, misplaced, stolen or left in the hotel room a replacement badge will not be issued without the purchase of a new badge at the current on-site delegate rate of USD $1,900 or USD $1,950 (cash/credit respectively). This policy is intended to protect the integrity of the conference by ensuring that all delegates are treated equally, minimizing the degree of on-site fraud and maximizing on-site security.

4. HOTEL AND TRAVEL ACCOMMODATIONS

Tour d'Afrique is the Official Housing and Tour provider of Mining Indaba 2014. Tour d'Afrique has secured a range of excellent hotels to suit all tastes and budgets for Mining Indaba 2014. Please go to the Tour d' Afrique website and click on the "hotels" link and you will be able to see the range of accommodation options for this prestigious event.

In addition you can browse transfer, day tour and safari extension options at the click of a button on the Tour d'Afrique website at **www.tourdafrique.co.za**.

Special airfare discounts with South African Airways have been reserved for 2014 Mining Indaba participants. Please visit **www.MiningIndaba.com/Accommodations** for more information.

5. BECOME FAMILIAR WITH THE EVENT SCHEDULE

Thoroughly review the schedule for stand set-up and when registration will officially open during the event. You will be able to better plan your trip if you are familiar with the schedule. Please note, the show hours vary each day.

6. SECURITY INFORMATION

The organizers provide security for a seamless event experience. However, please be mindful of not leaving computers, electronics, or other valuable items out in the open or overnight in your stand.

7. CUSTOM BOOTHS/EXHIBITOR APPOINTED CONTRACTORS

GL events Oasys is pleased to be the Official Stand Builder and Service Contractor for Mining Indaba 2014. Enclosed at the end of this exhibition manual, you will find all the necessary information and order forms for this event. Please read, complete each form carefully and submit them directly to the service provider as soon as possible to ensure your items are prepared on time. **Any sponsor electing to use a custom booth and not the standard shell scheme, and as a result electing to use a third party installation and dismantle team other than GL events Oasys must be pre-approved by the organizers**. If approval is granted, the installation and dismantle team is required to execute the required forms.

8. SHIPPING AND DELIVERIES TO THE SHOW

The official Mining Indaba freight forwarding company is Exhibition Freighting G.S.M. Exhibition Freighting, working with their network of worldwide agents, will arrange for transport of your goods, and delivery to their warehouse to clear, store and deliver to the CTICC. Please see the Exhibition Freighting's forms located in this manual. **NOTE:** All shipping and delivery charges are solely the responsibility of the sponsors.

9. ADDITIONAL MARKETING OPPORTUNITIES

Making an impact on more than 7,000 global professionals is a significant marketing task. Special opportunities such as delegate bag inserts, upgrading your fascia to color, purchasing pillar wraps or other marketing displays can give you that extra exposure and make an unforgettable impression with this important audience. Please speak with your representative on inexpensive sponsorship opportunities that will provide visibility and a competitive edge in the most important in African mining.

10. CONTACT US

The organizing team's contact information is included in this document. Please review and submit your enquiries accordingly. We are here to help you.

Important Deadlines and Checklist

Below are some key deadlines and forms that need your immediate review. While we have outlined some key dates for you, this manual contains additional information that is crucial to a successful exhibiting experience, so please take the time to review the entire manual as soon as possible in order to save TIME AND COST.

Due Date	Com-pleted	Date Sent	Form	Services
Immediately	☐		Event Schedule	General Show Info
Immediately	☐		Service Kit Reply & Onsite Exhibitor Contact Information	General Show Info
Completed at Contract	☐		Stand Size (Chosen When You Signed Your Space Contract)	Show Management
10 January	☐		Stand Plan (Layout)	GL events Oasys
Immediately	☐		Sponsor Appointed Contractor Form	Show Management
Immediately	☐		Custom Stand Build Approval	Show Management
Immediately	☐		**OSHA Agreement – Mandatory**	Show Management
Immediately	☐		**Advance Shipments Begin**	Exhibition Freighting
27 January	☐		Internet Order Form	CTICC
27 January	☐		Telecommunications Order From	CTICC
Immediately	☐		Safety Forms	Eco Safety Systems
28 January	☐		**Showsite Shipments Begin**	Exhibition Freighting
Immediately	☐		**Courier Consignment Document Deadline**	Exhibition Freighting
10 January	☐		Vertical Upgrade Request Form – Above 2.5m Height Limit	Show Management
10 January	☐		Fascia/Stand Graphics	GL events Oasys
10 January	☐		Electrical Hire (Electric, Outlets, Lighting)	GL events Oasys
10 January	☐		Furniture Hire	GL events Oasys
10 January	☐		Audio Visual Hire	GL events Oasys
10 January	☐		Plant Hire	GL events Oasys
10 January	☐		Expo Screens	GL events Oasys
13 January	☐		Bulk Badge Pick Up	Show Management: Nicole Pucci
Pre-Show	☐		Show TV	Show TV
Pre-Show	☐		Hotel Accommodations – Limited Rooms Available	Tour d'Afrique

Exhibition Service Kit Acknowledgement/ On-Site Sponsor Contact Information

Company Name: _____ Stand # _____

1. SERVICE KIT RECIVED ACKNOWLEDGEMENT

This Service Manual will provide you with all the necessary information needed to make your show experience both positive and productive. Please review the information enclosed and pay attention to the **deadlines** for advance order discounts. **This can save you time and money.**

So we can be sure you received access to your Exhibitor Service Manual please complete and return this form to Show Management.

Contact: _____ **Title:** _____

Signature: _____ **Date:** _____

2. EMERGENCY ON-SITE CONTACT PERSON

Please provide the name and contact information of the primary individual who will be staffing your stand during the event. This information will allow us to contact your stand representative after event hours **in the event of an emergency.** ***This information will be kept confidential.***

On-site Contact Person: _____

Mobile Number (with international area code) : _____

Email: _____

PLEASE RETURN COMPLETED FORM IMMEDIATELY TO:

Nicole Pucci | npucci@miningindaba.com

Key Contact Information

Event	Name	Telephone	Email
Event Logistics	**Emily Lewis**	+1-646-746-8850	**elewis@miningindaba.com**
	Tracy Feinsilver	+1-646-746-8874	**tfeinsilver@miningindaba.com**
Sponsor Logistics	**Nicole Pucci**	+1-646-746-8864	**npucci@miningindaba.com**
Sponsorship Sales Team	**Fred Noce**	+1-619-656-9263	**fnoce@miningindaba.com**
	Alfonso Jugo	+1-305-774-3390	**ajugo@miningindaba.com**
	Nathan Hirsh	+1-314-925-8682	**nhirsch@miningindaba.com**
Customer Service		+1-859-746-5700	**info@miningindaba.com**
Mining Indaba Website			**www.miningindaba.com**
Hotel Accommodations	**Tour D'Afrique**	+27-0-21-526-9000	**www.miningindaba.co.za**
South African Airways	**SAA Customer Service**	Contact your regional SAA office	**www.flysaa.com**

Travel and Accommodations Opportunities

WORLDWIDE AIRFARE DISCOUNTS FOR DELEGATES*

SAA is the official airline partner of the 2014 Mining Indaba™. Through our partnership, we are able to extend discounts to our delegates who fly SAA to Cape Town from anywhere in the world for the annual Mining Indaba. You can take advantage of this offer in one of three ways:

SOUTH AFRICAN AIRWAYS
A STAR ALLIANCE MEMBER

OPTION 1:

Log on to **www.flysaa.com** and enter required Promo Code "**MICPT2014**" for discounted conference fares.

OPTION 2:

Reserve your entire accommodations package (airfare + hotel + transport) with Tour D'Afrique.
Visit **www.miningindaba.co.za** for details.

OPTION 3:

Reserve your flights directly with South African Airways customer service. Simply call your local

SAA Customer Call Center and refer to the Mining Indaba Conference code of: **AIR/FLL/SS/13/AUG/17003** to secure the discounted conference fares. Visit www.flysaa.com for customer centre in your country of origin.

TERMS AND CONDITIONS WITH SAA AIRFARE DISCOUNTS

Fare discounts will be determined by the origin of travel, flight schedule, and whether traveling Premium Business Class or Economy. Travel must take place between 20 January – 15 February 2014.

BOOK YOUR TRAVEL AND HOTEL ACCOMMODATIONS EARLY

Tour d' Afrique is the Official Housing and Tour provider of Mining Indaba 2014:

Planning a trip in South Africa can be daunting but to make it easier for you we have appointed Tour d'Afrique, proudly based in South Africa, to book your hotels, transport and tours. They will guide you as to which sights and activities should not be missed on your visit to this beautiful country. Along with your Indaba accommodation, tours can be arranged for you, your family or corporate groups – before, during and after the Mining Indaba.

TOUR d'AFRIQUE

They have a well-travelled and experienced staff with a wealth of knowledge of the local tourism product. Their combined knowledge ensures that we are able to perfectly marry a varied product offering to the individual needs of our clients. We specialize in creating operator specific programs which allow tailoring to client's specific needs. Please contact Tour d' Afrique today at: Tel.: +27 (0) 21 526 9000 or visit **www.miningindaba.co.za**.

SPONSOR DELEGATE REGISTRATION

Each sponsor receives a contractual allotted amount of complimentary full conference staff registrations. Everyone must register and have the proper badge credentials in order to access the exhibition hall, keynote sessions, breakout sessions and food functions. Upon receipt of your sponsorship deposit, you will receive a Unique Registration Code And customized registration form for your staff.

Our customer service team will take care of registering your delegates for you. Simply complete the customized registration form and return it to our customer service team via email **info@miningindaba.com** or fax to +1-860-701-5909. Your unique registration code must be included on the form or you may be inadvertently charged full price. You will receive an email confirmation when each of your delegates has been registered.

PURCHASE ADDITIONAL STAFF REGISTRATIONS

If you would like to register more than your complimentary allotment, you can do so at the special discounted rate of $1000 plus VAT through 13 December 2013. Please note that payment must be received by this date in order to qualify for the special discounted rate. To register additional staff members at the discounted rate simply add their information onto the attached registration form.

SPONSOR REGISTRATION FEE SCHEDULE

	7 Feb 2013 – 13 Dec 2013	14 Dec 2013 – 24 Jan 2014	Onsite (Cash)	Onsite (Credit Card)
Conference Price (US$)	**$1,000**	**$1,400.00**	**$1,667.67**	**$1,710.53**
+ South Africa VAT	**$140.00**	**$196.00**	**$233.33**	**$23.47**
Total (US$)	**$1,140.00**	**$1,596.00**	**$1,900.00**	**$1,950.00**

Please be advised that if your badge is lost, misplaced, stolen or left in the hotel room a replacement badge will not be issued without the purchase of a new badge at the current on-site delegate rate of USD $1,900 or USD $1,950 (cash/credit respectively, VAT Inclusive). This policy is intended to protect the integrity of the conference by insuring that all delegates are treated equally, minimizing the degree of on-site fraud and maximizing on-site security. See terms and conditions for details.

Sponsor delegate registrations do not include access to the pre-conference workshops. If you would like to purchase access to the workshops you may do so at cost. Workshop descriptions are available on the conference website.

*For registration enquiries contact Customer Service at **info@miningindaba.com** or **+1-859-746-5700** (US). Customer Service hours of operations are 08:00 – 17:00 (UTC/GMT -5 hours).*

REGISTRATION HOURS

REGISTRATION OPENS SATURDAY, 1 FEBRUARY

All sponsors are encouraged to pick up their individual badges or register on **Saturday 1 February**, to avoid the wait once registration opens for the general delegation.

Date	Hours of Registration
Saturday, 1 February	12:00 – 18:00
Sunday, 2 February	08:00 – 18:00
Monday, 3 February	07:00 – 19:00
Tuesday, 4 February	07:00 – 18:00
Wednesday, 5 February	07:30 – 18:00
Thursday, 6 February	07:30 – 12:00

Registration Sponsor:

AngloAmerican

BULK BADGE PICK-UP

The Mining Indaba team would like to offer the option of arranging a Bulk Badge Pick – Up to those companies who qualify. With Bulk Badge Pick – Up, one person is allowed to pick up the badges and registration materials for a pre-arranged group. If you are interested in this opportunity, please see the registration terms and conditions page for this service.

Registration Terms and Conditions

2014 SPONSOR DELEGATE REGISTRATION

Confirmed sponsors should have received registration instructions from Nicole Pucci, Sponsorship Operations Manager. Each sponsor will be provided with their customized registration CODE embedded in their welcome letter. If you cannot find your code, send an email enquiry to Nicole Pucci, **npucci@miningindaba.com** You will receive an email confirmation when each of your delegates has been registered.

****PLEASE NOTE:** Official state or government ID is required to obtain badges. Badges will not be handed out without proper ID. Business cards will not be accepted as a form of ID.

2014 MINING INDABA – BADGE RE-PRINT POLICY

Please be advised that if your badge is lost, misplaced, stolen or left in the hotel room a replacement badge will not be issued without the purchase of a new badge at the current on-site delegate rate of USD $1,900 or USD $1,950 (cash/credit respectively, VAT Inclusive). This policy is intended to protect the integrity of the conference by insuring that all delegates are treated equally, minimizing the degree of on-site fraud and maximizing on-site security.

CANCELLATION POLICY

Substitutions may be sent at any time. To cancel your paid registration and receive a refund, it is necessary to either cancel your registration directly on-line or submit a written cancellation request to the postal address below.

- Full refunds (less the Processing Charge) are available until 31 August 2013
- Refunds, less 20% in liquidated damages, are available until 30 November 2013
- After 30 November 2013 NO refunds will be granted.

Refunds will be issued by way of payment received. To submit your cancellation request, please send your full name (as it appears on your registration order), telephone, email address and postal address to the attention of:

Mining Indaba, LLC
Attn: Events Customer Service
5081 Olympic Blvd.
Erlanger, KY 41018 USA

Or send an email: **info@miningindaba.com**

SUBSTITUTIONS

Substitutions may be made, in advance or onsite with proper documentation. Proper documentation consists of a letter on company letterhead showing the name of the original delegate and the person who is attending in his or her place.

CAN SOMEONE ELSE PICK UP MY CREDENTIALS?

Only a "Certified" sponsor contact can pick up credentials for his/her delegates with a list provided and signature from each delegate of receipt. For individual delegates, the attendee named on the badge must pick up his/her own materials. You will be asked to provide proof of identity upon receiving your badge. I you need to schedule a bulk pickup (for sponsors only) please contact Nicole Pucci at **npucci@miningindaba.com** or by phone at (US) +1 (646) 746-8864.

BOOTH ASSISTANTS

Defined as an admin level employee of participating company who serves to replenish booth supplies or relieve booth staff. Booth assistants are not permitted access to conference sessions, business/social networking (matchmaking lounge, conference luncheons, gala dinner, etc.). One Booth Assistant is permitted for every 10 registered SDs, $600 inclusive of VAT...Normal Badge.

BOOTH WORKERS

Defined as uniformed vendor-hired support staff specifically utilized to operated machinery (ie. espresso machine operator, popcorn machine attendant, bartender, etc.). Entry to the hall is free, booth support will be provided a wristband (color specific for each day, can be picked up at registration). Models do not qualify as Booth Support – models are considered a marketing extension of the sponsoring company's exhibit and require Sponsor Delegate level registration for access to the conference.

Bulk Badge Pick-Up

REQUIREMENTS FOR BADGE BULK PICK–UP

Only Sponsor companies fitting the requirements below can qualify for Sponsor Badge Bulk Pick-up. If you meet the requirements below please fill out the corresponding form and email it to Nicole Pucci, **npucci@miningindaba.com**, by **13 January 2014**.

MINIMUM BADGE QTY REQUIREMENT: TEN (10) BADGES

All sponsor names, with email addresses; need to be supplied by the listed deadline date. All delegate names supplied MUST be previously registered.

All submissions must have written approval by show management by **13 January 2014**.

Onsite one (1) sponsor contact may pick-up the badges from registration.

* *An email confirmation will instruct all of your company sponsor delegates to coordinate with your company's authorized onsite contact for badge pick-up, and NOT to go to registration.*

** *Email addresses will not be shared or contacted for marketing purposes.*

SPONSOR INSTRUCTIONS

1. Complete and submit the Bulk Pick-Up Request Form
   a. Pre-show contact must supply full contact information
   b. Your Company's onsite contact for the badge pick-ups must be supplied with full onsite contact information. The onsite contact will be the only authorized sponsor to sign out all the company badges.
   c. Names and email address must be supplied for all company delegate badges being considered for Bulk Pick-Up. Individual sponsor badges will not be able to be printed at the Bulk Pick-Up counter

2. Mining Indaba Show Management will confirm and approve all Bulk Pick-Up requests. Confirmation emails will be sent to Sponsor Pre-Show contacts.

3. After the deadline no new submissions will be accepted. Email instructions will be sent to all Bulk Pick-Up Sponsor Badge recipients listed.

4. Sponsor Onsite contact will be given a pre-determined time slot for onsite badge pick-up. Only the onsite contact will be authorized to sign out the sponsor badges at registration.

5. Sponsor onsite 2014 Bulk Badge Pick-Up schedule:
   → **Saturday, 2 February** | **10:00 – 18:00** *(*open earlier than listed regular hours)*
   → **Sunday, 3 February** | **08:00 – 18:00**

Bulk Badge Pick-Up Request Form

Company Contact:

Company: _____ Email: _____

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Company Onsite Contact (Authorized Delegate picking up all the badges):

Name: _____ Onsite Mobile: _____

Email: _____ _____

Sponsor Names for Badges (*All delegates below must be previously registered. This is not a badge registration form.*):

First Name	Surname Name	Email

Additional notes:

DEADLINE DUE: 13 JANUARY 2014

PLEASE RETURN COMPLETED FORM IMMEDIATELY TO:

Nicole Pucci | npucci@miningindaba.com

Submit Your Company Profile

SUBMIT EARLY AND INCREASE YOUR PRE-MINING INDABA EXPOSURE

The Mining Indaba website obtains more than 30,000 unique visitors and 100,000 page views per month leading up to the conference date. By submitting your profile early you will confirm your participation to our global audience before they even arrive at the Cape Town International Convention Centre. All you need to do is update your company profile on the event website. This process will take no more than five minutes of your time and it will deliver months of additional exposure for your company.

SUBMISSION DEADLINE FOR ON-SITE CONFERENCE PROGRAMME:

13 DECEMBER 2013

As an official sponsor of the 2014 event you are entitled to create a customised online profile which will be utilised for your profile in the official on-site programme. It will also appear in the online sponsor directory on **www.miningindaba.com**. You may update your profile at any time. Any changes made to your profile after 13 December 2013 will not appear in the on-site programme.

The following elements are required to appear in the print programme:

- Company name as you want published
- Company Description (50 Word or Less)
- Company URL
- Postal Address Information
- Contact Information (Optional)
- Primary Projects in Africa (Required for Mining Companies only)

Any changes made after **13 December 2013** will appear on the website BUT not in the onsite conference programme..

LOGIN DETAILS

All confirmed sponsors will receive their login and password to upload their profile from Nicole Pucci, Sponsor Operations Manager at npucci@miningindaba.com. You will need your login and password to access this website.

By clicking the link below and entering your user name and password, you may review and edit your company profile:

Login URL: **https://{SHOWID}.exh.mapyourshow.com**
Username: *{username}*
Password: *{password}*

For username and password information, please contact:
Nicole Pucci | +1-646-746-8864 | **npucci@miningindaba.com**

COMPANY LOGOS MUST BE SUBMITTED IN HIGH RESOLUTION FORMAT:

Your company logo must be provided as a high-resolution file (optimal for printing). If the file is not a high resolution file then it will not be published in the printed on-site conference programme. Logo specifications.

- Accepted file formats: **(preferred) .EPS, .AI; (other) .PDF, .JPG, .TIFF**
- Resolution: **300DPI or greater**
- Maximum file size: **2MB**
- Colours: **CYMK for print**

Mining Indaba™ Daily News

Keeping the Mining Indaba™ Community Informed During the Event.

How can you get your marketing message into the hands of 8,000 delegates at the annual Mining Indaba™?

Through advertising in the Mining Indaba™ Daily News.

After overwhelming demand from all our participants, we are delighted to announce the launch of the Mining Indaba Daily News (MIDN). Only official sponsors of the 2014 event will have the opportunity to showcase their company and message to all the delegates.

The Mining Indaba Daily News will be published two times (on 4 and 5 February) and provided free to all attendees. These printed editions will be the first place attendees turn for late-breaking news, feature articles, photographs and updated event activities and announcements.

You will have the opportunity, through advertising in the Mining Indaba Daily News, to increase traffic to your booth, invite attendees to your special events and announce your new products. Our comprehensive distribution mechanism will help guarantee high visibility and maximum traffic for your company, its exhibit stand, your company presentations or press conference.

Act quickly; space is limited and available on first-come, first-serve basis. Advert positions must be booked before 10 January 2014.

DISTRIBUTION

Quantity: **8,000 (per day)**

Dates: **4 February 2014**
5 February 2014

The Mining Indaba Daily News will be strategically distributed placing the newspaper directly into the hands of our global audience at precisely the right time...right before the day begins!

Hand-Distribution Points

Designated "newsies" will hand distribute in the following locations:

- Westin Hotel Lobby
- Walkway between Westin and CTICC
- Major entrances of the CTICC

PLUS: Newsstands will be placed near main function entrance ways: including Exhibition Hall, Main Speaking Hall, East/West Ballroom, Press Lounge, and Auditorium II.

Please see next page for advertising rates and mechanical specifications.

Daily News Advertising Rates & Specifications

Ad Type	Dimensions	$US x1	$US x2
Bellyband	Trim: **315** mm (w) x **470** mm (h) Bleed: **325** mm (w) x **480** mm (h) Live Area: **295** mm (w) x **450** mm (h)	**N/A**	**$10,000**
2-Page Spread	Trim: **630** mm (w) x **470** mm (h) Bleed: **640** mm (w) x **480** mm (h) Live Area: **610** mm (w) x **450** mm (h)	**$8,500**	**$11,300**
Back Cover	Trim: **315** mm (w) x **470** mm (h) Bleed: **325** mm (w) x **480** mm (h) Live Area: **295** mm (w) x **450** mm (h)	**$6,500**	**$8,500**
Full Page	Trim: **315** mm (w) x **470** mm (h) Bleed: **325** mm (w) x **480** mm (h) Live Area: **295** mm (w) x **450** mm (h)	**$4,250**	**$5,650**
Half Page	Trim: **315** mm (w) x **235** mm (h) Live Area: **295** mm (w) x **215** mm (h)	**$3,500**	**$4,800**
1/3 Page Tower	Trim: **105** mm (w) x **470** mm (h) Live Area: **85** mm (w) x **450** mm (h)	**$2,300**	**$3,100**

All prices quoted are net and exclude SA VAT.

SIZE

Full page live area is **295** mm (w) x **450** mm (h). Trim size is **315** mm (w) x **470** mm (h). All critical matter or illustrations should be kept at least 10 mm from all trim edges.

COLOUR

All ads will appear as four-colour.

BLEEDS

Four-colour bleeds are available only on full-page ads at no additional charge. Two-page spreads are available ROP. All bleeds are toward the gutter only.

MECHANICAL CHARGES

Any work done at an advertiser's request will be charged. This includes electronic pre-flighting, alternations, substitutions, etc.

MATERIALS ACCEPTED

High-resolution PDFs in CMYK color format, all fonts embedded; native files with all supporting files, CMYK, and fonts. Low resolution files will not be accepted.

MATERIALS SUBMISSION

Advertising artwork must be submitted by **17 January 2014**. Artwork must be submitted via drop box. Please be sure to include your company name as part of the file's name (example: MiningIndabaLLC_PrintAd.pdf). Drop box instructions will be provided once your insertion order is received.

SOUTH AFRICAN VALUED ADDED TAX

All prices quoted are net and do not include 14% SA VAT.

PAYMENT TERMS

Insertions must be paid in full before adverts are published.

DEADLINES

SPACE:
10 January 2014

ARTWORK:
17 January 2014

RESERVE
YOUR SPACE
TODAY!

Fred Noce
+1-619-656-9263 | fnoce@miningindaba.com

Alfonso Jugo
+1-305-774-3390 | ajugo@miningindaba.com

Nathan Hirsch
+1-314-925-8682 | nhirsch@miningindaba.com

VIDEO PRESS RELEASE

Send us a video announcing your involvement at the 20th annual Investing in Mining Indaba conference in February 2014 and it could be featured on the official Mining Indaba YouTube channel! Simply create a short company video discussing why you're excited about exhibiting/speaking/attending the Mining Indaba conference and email it to Thiago Da Silva.

All videos are subject to review before posting on YouTube.

- Accepted video formats: **.AVI, .MKV, .MOV, .MP4, .WMV**
- Length: **45 seconds – 2 minutes**
- Maximum file size: **10MB**

For video press release inquiries please contact:

Thiago Da Silva | +1-201-526-1252 | **tdasilva@miningindaba.com**

MINING INDABA TWITTER CONTEST

Tweet using **#miningindaba** and you could become the official Mining Indaba twitter sponsor!

CONTEST RULES:

Companies using the official hashtag **#miningindaba** will be eligible to win a chance to become the official Mining Indaba twitter sponsor. The contest runs from **10 October 2013 – 24 January 2014**. The company twitter handle with the most tweets during the contest time-frame using the hashtag **#miningindaba** will be selected by Mining Indaba as the winner of the contest.

The **#miningindaba** hashtag was previously the top 10 trending twitter conversation in Johannesburg during the 2013 Investing in Mining Indaba Conference. There will be on-site signage, email communications, an ad in the official conference guide, and press packs advising attendees on how to participate in the twitter conversation.

NOTE: The organization must be a mining company in order to participate in the contest

PRIZE:

The winning company will receive the following:

- Company logo as official sponsor on twitter page: **www.twitter.com/miningindaba**
- Company logo as official twitter sponsor on event website: **www.miningindaba.com**
- Company logo as official twitter sponsor on Mining Indaba mobile app

For contest inquiries please contact:

Thiago Da Silva | +1-201-526-1252 | **tdasilva@miningindaba.com**

BOOK YOUR TRAVEL AND HOTEL ACCOMMODATIONS EARLY

Tour d' Afrique is the Official Housing and Tour provider of Mining Indaba 2014:

Planning a trip in South Africa can be daunting but to make it easier for you we have appointed Tour d'Afrique, proudly based in South Africa, to book your hotels, transport and tours. They will guide you as to which sights and activities should not be missed on your visit to this beautiful country. Along with your Indaba accommodation, tours can be arranged for you, your family or corporate groups – before, during and after the Mining Indaba.

They have a well-travelled and experienced staff with a wealth of knowledge of the local tourism product. Their combined knowledge ensures that we are able to perfectly marry a varied product offering to the individual needs of our clients. We specialize in creating operator specific programs which allow tailoring to client's specific needs. Please contact Tour d' Afrique today at: Tel.: +27 (0) 21 526 9000 or visit **www.miningindaba.co.za**.

THE VENUE

CAPE TOWN INTERNATIONAL CONVENTION CENTRE

CTICC

1 Lower Long Street
Cape Town 8001
South Africa
www.cticc.co.za
+27-21-410-5000

The CTICC is so much more than just another convention centre. Set in the heart of the Cape Town city centre, the CTICC is a place where people from all walks of life are brought together, a tangible demonstration of the power of partnership, and an excellent example of the success that can be achieved when public and private enterprises work together towards shared goals.As one of the top ten tourist destinations in the world, Cape Town is no ordinary city. So it stands to reason that the CTICC would be no ordinary convention centre. And the fact that, in just five short years, it has become widely regarded as one of the leading convention centres in the southern hemisphere bears testimony to this fact.

Utilise all the Business, Networking and Event Opportunities

BUSINESS MATCHMAKING PROGRAMME

The Matchmaking Programme is an integral element of the Annual Mining Indaba event experience. The programme has been very successful in assisting delegates to make their critical connections and conduct the necessary meetings at the event. With thousands of delegates representing more than 100 nations, the Business Matching Programme is the platform to create and nurture vital cross-continental business relationships. The internet-based Business Matchmaking Programme is powered by OUTsmart Marketing, the official provider selected by the organisers of Investing in African Mining Indaba. The programme delivers the following benefits:

- Through careful profiling and assessment of all registered delegates, the Matchmaking Programme intelligently matches the right individuals and sets up a specific meeting at a specific venue – ensuring all participants meet their desired connection in a face-to-face environment.
- Ability to pre-schedule meetings through a pre-matched report
- Meetings are pre-confirmed before the event and take place at the Mining Indaba Networking Lounge at the event.
- A full service matchmaking team will be on-site at Mining Indaba 2014 to assist with your matchmaking questions and needs.
- See full programme details on the event website.
- Programme is available to all registered delegates of the 2014 event.

INVITATION ONLY EVENT

OFFICIAL INVESTING IN AFRICAN MINING INDABA GALA DINNER

THE MOST FREQUENTLY REQUESTED TICKET EACH YEAR AT THE ANNUAL MINING INDABA™

Each year the annual Mining Indaba in collaboration with Anglo American hosts the annual Gala Dinner. This world-class event takes place at a world-class estate, the Vergelegen Estate. Since 1700 and to this day, Vergelegen (meaning "situated far away"), has been crafted by some of the world's great explorers and visionaries, who each in their own way have helped shape Vergelegen to what it is today. The estate is a former working farm and vineyard with exquisite gardens and architecture and is located approximately 45 minutes outside of Cape Town. Anglo American Corp. is the principal sponsor, and owner of the Vergelegen Estate.

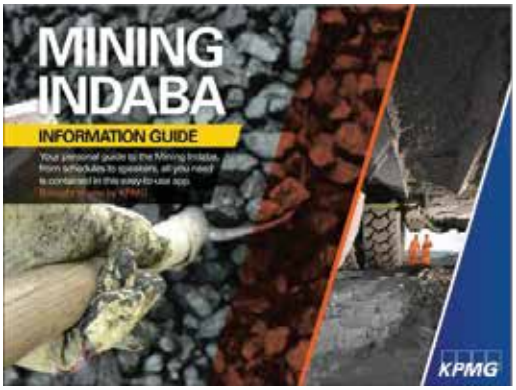
The Gala Dinner includes an evening of music, open roaming of the luxurious gardens, eclectic South African cuisine, networking during a garden cocktail reception, and more. Chartered buses are available from the CTICC for round-trip service for invited attendees. Due to limited seating tickets are reserved for VIPs and sponsors.

Sponsored by: AngloAmerican

MINING INDABA INFORMATION SMART PHONE APP

NEW IN 2014

Mining Indaba will be offering an application companion during the 2014 Mining Indaba. An all-in one app will help you easily navigate the event and get exclusive information on the countries and nuances of Africa. Updated daily with conference programme amendments, twitter and mining news feeds, as well as the latest mining thought leadership resources from KPMG, this app puts dynamic content right in the palm of your hand.



Sponsored by: KPMG

9TH ANNUAL GOLF TOURNAMENT SPONSORSHIP

As an official sponsor of the golf tournament you will have exclusive access to a senior level group in an informal networking atmosphere. Sponsorships are limited and available on a first-come first-serve basis.

TOURNAMENT SPONSOR

Sponsorship includes:

- Branding on each hole, luncheon, and winner prizes
- Recognition as tournament sponsor on all Golf Tournament Marketing Collateral, and golf section of event website
- Up to four (4) full conference delegate registrations
- Up to four (4) Gala Dinner invitations for your company
- Complimentary fourball

Investment: ..... US$12,500*

PRIZE SPONSOR

Equate your company's brand with winning. Your logo will appear on the most sought-after tournament trophies.

Sponsorship includes:

- Elite positioning as the host of the delectable dinner and unparalleled networking event
- Up to 20 golf dinner invitations for you to distribute
- Two Complimentary golfers at the Mining Indaba Golf Day
- 3-5 minute welcome address to delegates at the dinner and tastefully-placed branding within the reception area
- Branded signs at the dinner and speaking podium

Investment: ..... US$7,500*

TOURNAMENT LUNCHEON SPONSOR

Your branded signage will be present and prominent at the tournament luncheon. Two Complimentary golfers at the Mining Indaba Golf Day.

Investment: ..... US$3,675*

PER-HOLE SPONSOR

Your signage will brand specific hole(s) along the course with a logo, tagline or short marketing message. Two Complimentary golfers at the Mining Indaba Golf Day.

Investment: ..... US$2,000* (per hole)

BRANDING SPONSOR

This sponsorship opportunity enables your company to distribute company branded golf merchandise - golf balls, divot tools, tees, hats, etc. (supplied by sponsor) to all participants of the 9th Annual Mining Indaba Golf Tournament at the Pearl Valley Estates on Sunday, 2 February, 2014. As sponsor of this opportunity you receive:

- Marketing fee enabling sponsor to provide company branded golf merchandise
- Verbal recognition of sponsor at tournament dinner
- Two Complimentary golfers at the Mining Indaba Golf Day
- Company branding on Mining Indaba Golf Tournament signage on display at the Westin on the day prior and on day of event
- Company branding on Golf Tournament signage at Golf Welcome Area and on Tournament Prize Table.

Investment:.....US$1,700*

**Excludes 14% South African VAT*

Presented in Collaboration with: ..... ERNIE ELS ELS FOR AUTISM ERNIE ELS WINES

20th ANNUAL
INVESTING IN AFRICAN
MINING
INDABA™

Join us for a *VERY SPECIAL* 9TH ANNUAL GOLF TOURNAMENT

SUNDAY, 2 FEBRUARY 2014 | PEARL VALLEY GOLF ESTATES

Tee Time: **13:00**

Mining Indaba™ is proud to announce a special fundraising benefit in collaboration with Els for Autism Foundation. This year's tournament will not only enable delegates to play golf on one of South Africa's prized golf courses but will also help to support an important cause. We invite you to join us on this special day for a little golf and some relaxation before the 20th annual Mining Indaba™ begins.

YOUR GOLF FEES PACKAGE INCLUDES:

- Luxury coach transportation to and from the Pearl Valley Golf Estates
  Coaches depart the Cape Town Convention Centre beginning at 10:30
- Welcome station with refreshments
- Unlimited range balls prior to play on the practice range
- Shared golf carts
- Halfway house
- Roaming drinks cart
- Nearest the pin/longest drive contests
- Exceptional locker room facilities
- Delectable clubhouse buffet dinner at awards presentation following rounds
- Els Wines tasting
- Els silent auction of memorabilia. *Auction proceeds will go directly to Els Autism Foundation*

GOLF PACKAGE FEE*.....US$300 / PERSON (inclusive of 14% SA VAT)

Golf club rental is optional. Rental fees are US$60 (inclusive of 14% SA VAT) per person.
**A portion of the proceeds from the golf tournament will be donated to the Els for Autism Foundation.*

PRESENTED IN COLLABORATION WITH:

ERNIE ELS
ELS FOR AUTISM

ERNIE ELS
WINES

Return completed form before
10 January 2014 to
info@miningindaba.com
or fax **+1.860.701.5909**.

www.miningindaba.com

20th ANNUAL INVESTING IN AFRICAN MINING INDABA™

The 9th Annual MINING INDABA™ GOLF TOURNAMENT

All fields must be completed to reserve your place at the golf tournament. You are not required to rent golf clubs. If you do not select an option, we will assume that you will bring your clubs with you to the event. Email address is required as we will use this information to notify you of confirmed participation and/or changes to the scheduled times.

❑ I am registering one (1) player ❑ I will be registering a group

PRIMARY PLAYER CONTACT INFORMATION

I will be renting golf clubs for: ❑ left-handed ❑ right-handed player

Full Name:	
Company Name:	
Street Address:	
City, Province, Postal Code:	
Country:	
Telephone: *(w/Country Code)*	
Email Address:	

If you are not registering a group of four, then you are not required to complete the remainder of this reservation form. Please proceed to payment information.

SECOND PLAYER CONTACT INFORMATION

I will be renting golf clubs for: ❑ left-handed ❑ right-handed player

Full Name:	
Company Name:	
Street Address:	
City, Province, Postal Code:	
Country:	
Telephone: *(w/Country Code)*	
Email Address:	

THIRD PLAYER CONTACT INFORMATION

I will be renting golf clubs for: ❑ left-handed ❑ right-handed player

Full Name:	
Company Name:	
Street Address:	
City, Province, Postal Code:	
Country:	
Telephone: *(w/Country Code)*	
Email Address:	

FOURTH PLAYER CONTACT INFORMATION

I will be renting golf clubs for: ❑ left-handed ❑ right-handed player

Full Name:	
Company Name:	
Street Address:	
City, Province, Postal Code:	
Country:	
Telephone: *(w/Country Code)*	
Email Address:	

BECOME A HOLE SPONSOR

❑ **YES**, I would like to give my company an exclusive branding opportunity at one of the holes during this tournament.

Hole Sponsorship: US$2000 *(plus VAT)*

Please include how you would like your company name to appear on the signage, including contact information:

Sponsoring Company: _____

Address: _____

Telephone: *(w/Country Code)* _____

Website: _____

Email Address: _____

PAYMENT INFORMATION

Credit Card Authorization

Total Amount Approved:

_____USD

(inclusive of 14% SA VAT)

By signing this form, I authorize Mining Indaba, LLC to charge the following credit card:

❑ AMEX ❑ MC ❑ VISA ❑ Diner's Club

Credit Card Number: _____

Exp. Date: _____

CVV NO.: _____

Name of Card Holder: _____

Signature of Cardholder: _____

Date: _____

Terms and Conditions:

All golf tournament fees are non refundable after **10 January 2014**. To confirm your tee time at the tournament you must reserve and pay on or before **10 January 2014**.

Return completed form before **10 January 2014** to **info@miningindaba.com** or fax **+1.860.701.5909**.

www.miningindaba.com

Sponsorship Meeting Room Rental Request

MEETING ROOMS

Hard-walled meeting rooms are available for confirmed sponsors of the 2014 Mining Indaba, at the CTICC and Westin Hotel. Due to the high demand for meeting room space and limited inventory, we will address requests individually on a first-come, first-served basis. Please contact your sales representative directly to enquire about pricing, availability and options. For additional questions, please contact Fred Noce at **fnoce@miningindaba.com** or +1-619-656-9263.

PRIVATE MEETING ROOM REQUEST FORM

Meeting Room Request Details:

Company Name: _____

Name (Print): _____ Title: _____

Signature: _____ Email: _____

Meeting Room Date required: February _____ to February _____ 2014

Meeting Room Capacity Requirement: _____ people

Additional notes: _____

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Fred Noce | fnoce@miningindaba.com

Show TV

Show TV provides an advertising medium at the expo that will allow you to MAXMISE the exposure of your brand and have the added advantage over your competitors by advertising on our LCD Units. Attached please find images of our LCD and information units. The LCD unit houses a 32 inch LCD screen which flights a 12 minute looped show reel split up into 48 X 15 second segments. You can also brand an LCD Unit and receive free airtime on the show reel or alternatively you can decide to purchase 15 second segments only to flight your advert. The information unit houses the floor diagram of the expo and allows the exhibitor the opportunity to brand both sides of this unit top and bottom.

Show TV is fully endorsed by The Organisers of Mining Indaba and offers you a fantastic opportunity to hugely increase your company's exposure at The Event in 2014. We will have 12 state of the art LCD units situated at prime visitor locations throughout the show.

- Registration areas
- Relevant walkways between hall 2 and 4
- Coffee bars
- Networking Lounge
- Entrance to the speakers hall

Your company's advertisement will be flighted at least 720 times per day at these 12 high profile locations. If your company does not have an advertisement we can produce broadcast quality adverts with a voice over at the nominal rate of R3800.00 per 15 seconds ex v.a.t.

Exhibitors will have the opportunity to advertise on Show TV in the form of a 15-second advertisement. The content of the advert is entirely up to the exhibitor for example:

- You could encourage visitors to visit your stand in order to participate in a competition or prize giving.
- Visitors can be informed of new products.
- Special show offers can be advertised.
- Building brand awareness.
- You can show selected sections of your corporate videos or television ads.
- To create an awareness of the location of your stand.

COSTS

Show TV has developed a product that is well within the reach of even the smallest exhibitor. The cost of flighting a 15 second advertisement is R2800.00 ex v.a.t per day for the duration of the exhibition. This equates to a cost of under R4.00 per flighting of the ad, at 12 locations. Sponsorship/branding of the units are also available; companies have the opportunity to brand their logo or product permanently on our units for the duration of the Exhibition. For each unit sponsored two free 15 second airtime slots are given on the Show reel. The cost of sponsoring the units range from R8500.00 per day on a sliding scale to R7400.00 per unit per day. Further discounts of up to 50% on these prices are given dependant on the number of units sponsored.

Click on the link below to see what the units look like at an expo.

http://downloads.showtv.co.za/Show_TV_Units.wmv

SHOW TV CONTACT DETAILS:

Telephone:
+27-11-678-6104

Email:
info@showtv.co.za

Fax:
+27-11-678-7749

Mobile:
+27-83-389-1999

Official Vendors & Partners

Vendor	Contact	Telephone	Email
GL events Oasys	**Beulah Henning**	+27-21-526-3200	**beulah@oasysexpo.com**
Exhibition Freighting	**Global Office**	+27-21-552-7248	**ef-gsm@iafrica.com**
Tour D'Afrique	**Cape Town (Head Office)**	+27-21-526-9000	**info@tourdafrique.co.za**
Eco Safety Systems	**Alex Watson**	+27-21-785-4876	**alex@ecosafety.co.za**
CTICC Catering	**Gaynor Kerr**	+27-21-410-5000	**gaynor@cticc.co.za**
CTICC Exhibition Services	**Zubeida Isaacs**	+27-21-410-5188	**zubeida@cticc.co.za**
Sound Stylists AV Solutions	**Harland Kordom**	+27-21-556-4244	**harland@soundstylists.co.za**
Westin Hotel	**Michael Collins**	+27-21-412-9999	**michael.collins@westin.com**
Show TV		+27-11-678-6104	**info@showtv.co.za**
Event Safe Security	**Main Office**	+27-86-191-1211	**admin@eventsolutions.co.za**

Vertical Visibility Upgrades

Add visibility above the standard 2.5 meters height limit of your stand to ensure that your exhibit is easily seen by conference delegates from a distance from all angles. This upgrade is an addendum to the exhibiting sponsorship agreement and accompanying terms and conditions.

CLICK HERE TO DOWNLOAD VERTICAL VISIBILITY UPGRADE FORM
http://miningindaba.com/wp-content/uploads/2013/09/IAMC14VVUF.xlsx

Company Information

Company:	**Phone:**
Name/Title (Print):	**email:**
Signature:	**Date:**

Instructions:
1. Locate the stand type/size of your exhibiting footprint (if not listed, contact your sales representative)
2. Determine which table to utilize based upon the type of vertical extension (attached to exhibit -OR- rigged above)
3. Enter the number of meters of vertical height in the # VM field (rounded up to the next full meter)
4. Enter the number of visible sides of your banner or structure branding

Banners or Structures Attached to Stand

Stand Type	# LM	# VM	Total SQM of VV (single sided)	RPVSM	# of visible sides	Rate	Disc. Rate per # Faces	% Disc.
Single (3x1.5 or 3x2)	3		0	$342		$0	$0	0%
Double (6x1.5 or 6x2)	6		0	$257		$0	$0	0%
Triple (9x1.5 or 9x2)	9		0	$193		$0	$0	0%
Quad (12x1.5 or 12x2)	12		0	$145		$0	$0	0%
Pavilion (15x4)	15		0	$109		$0	$0	0%

Banners or Structures Rigged above Stand

Stand Type	# LM	# VM	Total SQM of VV (single sided)	RPVSM	# of visible sides	Rate	Disc. Rate per # Faces	% Disc.
Single (3x1.5 or 3x2)	3		0	$425		$0	$0	0%
Double (6x1.5 or 6x2)	6		0	$319		$0	$0	0%
Triple (9x1.5 or 9x2)	9		0	$239		$0	$0	0%
Quad (12x1.5 or 12x2)	12		0	$179		$0	$0	0%
Pavilion (15x4)	15		0	$134		$0	$0	0%

Legend:
# LM = Number of Linear Meters of Stand Width
# VM = Number of vertical meters above 2.5 meter stand height (rounded up to next full meter)
RPVSM = Rate per vertical square meter

Total USD:	$0

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Personal Security Form

PRIVATE PROTECTION

Mining Indaba Pricing Schedule | 2014

EventSafe specialises in providing safety and security solutions to the special events industry (e.g. exhibitions, conferences, concerts, shows, sporting events, close protection). We also offer protection services for your company and premises.

Services	**Rate** (excl VAT)	**Minimum hours**
Event permit application	R 3,620*	N/A
Liquor license application	R 5,000*	N/A
BDM application	R 1,850*	N/A
Safety plan	R 2,500*	N/A
Safety file	R 3,620*	N/A
Contractor audit	R 650	N/A
Safety officer	R 150 per hour	Minimum eight hour shift
Security officers	R 40 per hour	Minimum eight hour shift
Security supervisors *For every 10 staff booked a supervisor will need to be booked.*	R 55 per hour	Minimum eight hour shift
MIB (Guest Relations Officers)	R 65 per hour	Minimum eight hour shift
Site manager (on request)	R 100 per hour	Minimum eight hour shift

Terms

Payment prior to event for invoices/estimates under R10 000, otherwise 50% deposit prior to the first day of the event and balance within 7 days from last day of event. Interest of 15% per month or R500, whichever is higher, will be charged on overdue amounts and compounded monthly. Full Terms & Conditions can be viewed at http://www.eventsafe.co.za/terms-conditions/

*Prices start from these amounts, provided that all documentation and information required are forthcoming.

Personal Security Form

Event Information							
MINING INDABA 2014 AT CAPE TOWN INTERNATIONAL CONVENTION CENTRE, SOUTH AFRICA							
Security Officer:	R40/hour for a minimum of 8 hours	**Security Supervisor:**	R55/hour for a minimum of 8 hours				
Full amount due prior to event. Terms & Conditions viable at *http://www.eventsafe.co.za/our-service/terms-conditions/*							
Event Dates and Times							
Build-up Day 1:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Build-up Day 2:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Build-up Day 3:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Build-up Day 4:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Show Day 1:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Show Day 2:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Show Day 3:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Show Day 4:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Break-down Day 1:	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Break-down Day 2	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Break-down Day 3	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	
Break-down Day 4	Day of Week/Day of Month/Month/Year	Time Start:	HH:mm	Time End:	HH:mm	24hrs	

Stand Information	
Company:	
Address:	
VAT No:	
Contact person:	
Tellephone:	
Cellphone:	
Email:	

Company Authorisation	
Company Representative:	
Signature:	
Date:	

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

086-638-7469 | admin@eventsolutions.com.za

SHIPPING INFORMATION

THE OFFICIAL MINING INDABA FREIGHT FORWARDING COMPANY IS EXHIBITION FREIGHTING G.S.M.

Exhibition Freighting, working with their network of worldwide agents, will arrange for transport of your goods, and delivery to their warehouse to clear, store and deliver to the CTICC. You will be contacted by Exhibition Freighting before **3 December 2014**, or alternatively you may contact them directly.

NOTE: All shipping and delivery charges are solely the responsibility of the sponsors and exhibitors.

FOR EXHIBITORS SHIPPING DIRECTLY TO THE ADVANCED WAREHOUSE:

Exhibition Freighting

Jacqui Nel | Chantal O'Shea

C/O 18 Railway Road, Montegue Gardens

+27-21-552-7248

+27-21-552-2349

ef-gsm@iafrica.com

- Please include your booth number on the label to ensure proper delivery.
- All goods MUST reach Cape Town Airport by **21 January, 2014** to ensure delivery to the CTICC by **6 February, 2014** for exhibit set up.
- Please use the link below to access the required shipping documents and for additional information.
- We understand our customer base spans the globe. As a result, we have setup 2 specific shipping zones to be used based on your location to make your experience as hassle free as possible.
- US based exhibitors please see specific instructions in the **US EXHIBITORS** secition below.

ALL OTHER EXHIBITORS PLEASE CLICK HERE
http://www.ef-gsm.co.za/pages/27994

US EXHIBITORS:

Global Events Management is the official freight forwarder for exhibitors in the US and Canada. You may either ship your cargo on your own, or arrange with Global Events to have your shipment picked up and consolidated at their warehouse for shipment to South Africa.

Global Events Management

c/o Schaefer Trans c/o MRZ

179-02 150th Avenue #1A

Jamaica, NY 11434 USA

FOR: MINING INDABA 2014

CLICK HERE FOR 2014 MINING INDABA SHIPPING WEBSITE
http://www.globaleventsmgmt.com/shipminingindaba2014

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Shipping Information

EXHIBITION FREIGHT SHIPPING FORM – INTERNATIONAL

Seafreight ■ Airfreight ■ Roadfreight ■ Warehousing ■ Customs Clearance ■ Marshalling ■ Porter Service

SHIPPING FREIGHT FORM

Exhibition Freighting G.S.M.

Reg No. 2002/045257/23 Vat No. 4750201891
EXHIBITION FREIGHTING G.S.M. cc
Unit 11A , Platinum Junction , Milnerton 7441
Telephone +27 21 552 7248
Fax +27 21 55 22 349
E-Mail ef-gsm@iafrica.com
Website : www.ef-gsm.co.za

http://www.ef-gsm.co.za/pages/27994

EVENT	**MINING INDABA**
VENUE	**CTICC - CAPE TOWN**
DATE	**3 - 6 FEB., 2014**

Exhibition Freighting will be supplying the following services to exhibitors at the show:

■ International transport, ■ Customs clearance, ■ Warehousing, ■ On-site handling facilities,
■ Removal & storage, ■ Return of empty cases, ■ Re-export formalities ■ Return transport.

Please note that the **LATEST DATE FOR ARRIVAL OF EXHIBITS IN SOUTH AFRICA** ARE:

■ **SEA:** 15-Jan ■ **AIR:** 21-Jan ■ **ROAD:** 28-Jan
■ **Bag Inserts / Media Table** 21-Jan **PLEASE DO NOT SEND BY COURIER !!**

CARGO INFORMATION:

Case No.	Description	Dims	Cbm	Weight	Value
	BUILD UP DATE: AM				
	BREAKDOWN DATE: PM				
	DELIVERY TO STAND:				

We require the following services

- ☐ Packing
- ☐ Collection from our premises
- ☐ Customs Clearance
- ☐ Transport & Delivery to stand
- ☐ Empty case storage
- ☐ Return transport
- ☐ Porters
- ☐ Brochure Storage
- ☐ Not applicable

COMPANY: ……. STAND NO: ……

ADDRESS ……. TELE: ……

EMAIL: …… FAX: ……..

CONTACT: ……... …….. SIGNATURE: ……

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Shipping Information

EXHIBITION FREIGHT SHIPPING FORM – AUSTRALIA

Seafreight ■ **Airfreight** ■ **Roadfreight** ■ **Warehousing** ■ **Customs Clearance** ■ **Marshalling** ■ **Porter Service**

SHIPPING FREIGHT FORM

ef Exhibition Freighting G.S.M.

Reg No. 2002/045257/23 Vat No. 4750201891

AUSTRALIA CONTACT DETAILS -
Contact - Andrew Laurenson
SHOWGROUP AUSTRALIA
Voice: +61 2 9352 9941
Fax: +61 2 9316 4376
Email: andy.laurenson@showgroup.com.au

EXHIBITION FREIGHTING G.S.M.
Unit 11A , Platinum Junction , Milnerton 7441
Telephone +27 21 552 7248
Fax +27 21 55 22 349
E-Mail ef-gsm@iafrica.com
Website : www.ef-gsm.co.za

EVENT MINING INDABA
VENUE CTICC - CAPE TOWN
DATE 3 - 6 FEB., 2014

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CARGO INFORMATION:

Case No.	Description	Dims	Cbm	Weight	Value
	BUILD UP DATE: AM				
	BREAKDOWN DATE: PM				
	DELIVERY TO STAND:				

We require the following services

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- ☐ Collection from our premises
- ☐ Customs Clearance
- ☐ Transport & Delivery to stand
- ☐ Empty case storage
- ☐ Return transport
- ☐ Porters
- ☐ Brochure Storage
- ☐ Not applicable

COMPANY: ..... STAND NO: .....

ADDRESS ..... TELE: .....

EMAIL: ..... FAX: .....

CONTACT: ..... SIGNATURE: .....

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Shipping Information

EXHIBITION FREIGHT SHIPPING FORM – CANADA

Seafreight ■ **Airfreight** ■ **Roadfreight** ■ **Warehousing** ■ **Customs Clearance** ■ **Marshalling** ■ **Porter Service**

SHIPPING FREIGHT FORM

Exhibition Freighting G.S.M.

Reg No. 2002/045257/23 Vat No. 4750201891

CANADA CONTACT DETAILS -

Contact - Jenny Singer
North American Logistics Services, Inc.
Voice: +905-9515485
Fax: +905-9519613
Email: international@nalsi.com

EXHIBITION FREIGHTING G.S.M.
Unit 11A , Platinum Junction , Milnerton 7441
Telephone +27 21 552 7248
Fax +27 21 55 22 349
E-Mail ef-gsm@iafrica.com
Website : www.ef-gsm.co.za

EVENT MINING INDABA
VENUE CTICC - CAPE TOWN
DATE 3 - 6 FEB., 2014

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■ **Bag Inserts / Media Table** 21-Jan **PLEASE DO NOT SEND BY COURIER !!**

CARGO INFORMATION:

Case No.	Description	Dims	Cbm	Weight	Value
	BUILD UP DATE: AM				
	BREAKDOWN DATE: PM				
	DELIVERY TO STAND:				

We require the following services

- ☐ Packing
- ☐ Collection from our premises
- ☐ Customs Clearance
- ☐ Transport & Delivery to stand
- ☐ Empty case storage
- ☐ Return transport
- ☐ Porters
- ☐ Brochure Storage
- ☐ Not applicable

COMPANY: ..... STAND NO: .....

ADDRESS ..... TELE: .....

EMAIL: ..... FAX: .....

CONTACT: .... SIGNATURE: .....

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Shipping Information

EXHIBITION FREIGHT SHIPPING FORM – UK

Seafreight ■ **Airfreight** ■ **Roadfreight** ■ **Warehousing** ■ **Customs Clearance** ■ **Marshalling** ■ **Porter Service**

SHIPPING FREIGHT FORM

Exhibition Freighting G.S.M.

Reg No. 2002/045257/23 Vat No. 4750201891

UK CONTACT DETAILS -

Contact - Roger Bowman / Michael Armitage
Exhibition Freighting GSM
Voice: +44 1622 816 888
Fax: +44 1622 817 485
Email: roger@ef-gsm.com

EXHIBITION FREIGHTING G.S.M.
Unit 11A , Platinum Junction , Milnerton 7441
Telephone +27 21 552 7248
Fax +27 21 55 22 349
E-Mail ef-gsm@iafrica.com
Website : www.ef-gsm.co.za

EVENT MINING INDABA
VENUE CTICC - CAPE TOWN
DATE 3 - 6 FEB., 2014

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■ Bag Inserts / Media Table 21-Jan **PLEASE DO NOT SEND BY COURIER !!**

CARGO INFORMATION:

Case No.	Description	Dims	Cbm	Weight	Value
	BUILD UP DATE: AM				
	BREAKDOWN DATE: PM				
	DELIVERY TO STAND:				

We require the following services

- ☐ Packing
- ☐ Collection from our premises
- ☐ Customs Clearance
- ☐ Transport & Delivery to stand
- ☐ Empty case storage
- ☐ Return transport
- ☐ Porters
- ☐ Brochure Storage
- ☐ Not applicable

COMPANY: ..... STAND NO: .....

ADDRESS ..... TELE: .....

EMAIL: ..... FAX: .....

CONTACT: ..... SIGNATURE: .....

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Shipping Information

EXHIBITION FREIGHT SHIPPING FORM – USA

Seafreight ■ **Airfreight** ■ **Roadfreight** ■ **Warehousing** ■ **Customs Clearance** ■ **Marshalling** ■ **Porter Service**

SHIPPING FREIGHT FORM

Exhibition Freighting G.S.M.

Reg No. 2002/045257/23 Vat No. 4750201891
EXHIBITION FREIGHTING G.S.M. cc
Unit 11A , Platinum Junction , Milnerton 7441
Telephone +27 21 552 7248
Fax +27 21 55 22 349
E-Mail ef-gsm@iafrica.com
Website : www.ef-gsm.co.za

USA EXHIBITOR WEBSITE -

http://www.globaleventsmgmt.com/shipminingindaba2014

EVENT	**MINING INDABA**
VENUE	**CTICC - CAPE TOWN**
DATE	**3 - 6 FEB., 2014**

Exhibition Freighting will be supplying the following services to exhibitors at the show:

■ International transport, ■ Customs clearance, ■ Warehousing, ■ On-site handling facilities,
■ Removal & storage, ■ Return of empty cases, ■ Re-export formalities ■ Return transport.

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■ **SEA:** 15-Jan ■ **AIR:** 21-Jan ■ **ROAD:** 28-Jan
■ **Bag Inserts / Media Table** 21-Jan **PLEASE DO NOT SEND BY COURIER !!**

CARGO INFORMATION:

Case No.	Description	Dims	Cbm	Weight	Value
	USA CONTACT DETAILS - *Contact - Timothy Connolly* *GLOBAL Events Management* *Toll Free:* 1-866-331-4999 *Voice:* +1-516-365-8822 *Fax:* +1-516-365-8817 *Mobile:* +1-516-351-3575				
	BUILD UP DATE: AM **BREAKDOWN DATE:** PM **DELIVERY TO STAND:**				

We require the following services

- ☐ Packing
- ☐ Collection from our premises
- ☐ Customs Clearance
- ☐ Transport & Delivery to stand
- ☐ Empty case storage
- ☐ Return transport
- ☐ Porters
- ☐ Brochure Storage
- ☐ Not applicable

COMPANY: ……. STAND NO: ……

ADDRESS …… TELE: ……

EMAIL: …… FAX: ……..

CONTACT: ……... …….. SIGNATURE: ……

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Audio Visual Solution

SOUND STYLISTS

Mining Indaba 2014
Exhibitor
Audio Visual Solutions

We are proud to offer our audio-visual solutions to your exhibition needs. Our solutions are based on past experience with the event and the exhibitor requirements. We offer high quality stand-alone solutions at competitive prices.

Please see our offerings below:

Audio Visual Solution	Package Includes:	Rental Cost Per Day (ex Vat)
40in LCD Solution	40in LCD LCD Floor Stand Skirt for Stand VGA Cable	**R750**
50in LCD Solution	50in LCD LCD Floor Stand Skirt for Stand VGA Cable	**R1 000**
60in LCD Solution	60in LCD LCD Floor Stand Skirt for Stand VGA Cable	**R1 750**
4000 Ansi Lumen Projector	Projector Carbo Stand	**R1 050**
6ft x 4ft Projection Screen	Fastfold Projection Screen Skirt for Screen	**R400**
Small Exhibition PA System (<50Pax)	2 x 10in Powered Speakers 2 x Speaker Stand 6 Channel Mixer PC Audio Wired Microphone	**R850**
Medium Exhibition PA System (<200Pax)	2 x 12in Powered Speakers 2 x Speaker Stand 6 Channel Mixer PC Audio Wireless Receiver Wireless Handheld Mic	**R1 500**
Large Exhibition PA System		**POA**

If you would like to order any of the above services please contact ***Harland*** on:

Telephone: 021 556 4244
Mobile: 076 089 7085 / 079 740 4204
Email: harland@soundstylists.co.za
Website: www.soundstylists.co.za

Stand Build Information

SERVICE CONTRACTOR

GL events Oasys is pleased to be the official Decorator and Service Contractor for Mining Indaba. Enclosed at the end of the Exhibitor Kit, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms directly to GL events Oasys as soon as possible to ensure an excellent show experience.

Any exhibitor electing to use a custom booth and not the standard shell scheme detailed below and as a result electing to use a third party installation and dismantle team other than GL events Oasys must be pre-approved by show management. If approval is granted, the installation and dismantle team is required to execute the attached Occupational Health and Safety Agreement (OHASA).

PLEASE NOTE: No installation and dismantle teams will be permitted to access the exhibit hall floor for setup until the Occupational Health and Safety Agreement (OHASA) has been received.

OFFICIAL DECORATOR

GL events Oasys
Beulah Henning
+27-21-526-3200
beulah@oasysexpo.com
www.oasysinnovations.co.za

BOOTH SPECIFICATIONS

The standard shell scheme is 3mx1.5m. Also available are 3mx2m and 3mx3m, and other various sizes, depending on your sponsorship level.

INCLUDED IN YOUR BOOTH PACKAGE

- Basic Fascia Signage*
- (150) Watt Spotlights
- (15) Amp Plug Point**
- Skirted Table
- (2) Office Chairs
- Waste Paper Bin
- 1/4 Distribution Board (30 amp single phase)

* *Color Fascia upgrades are available; please contact your sales representative for details.*

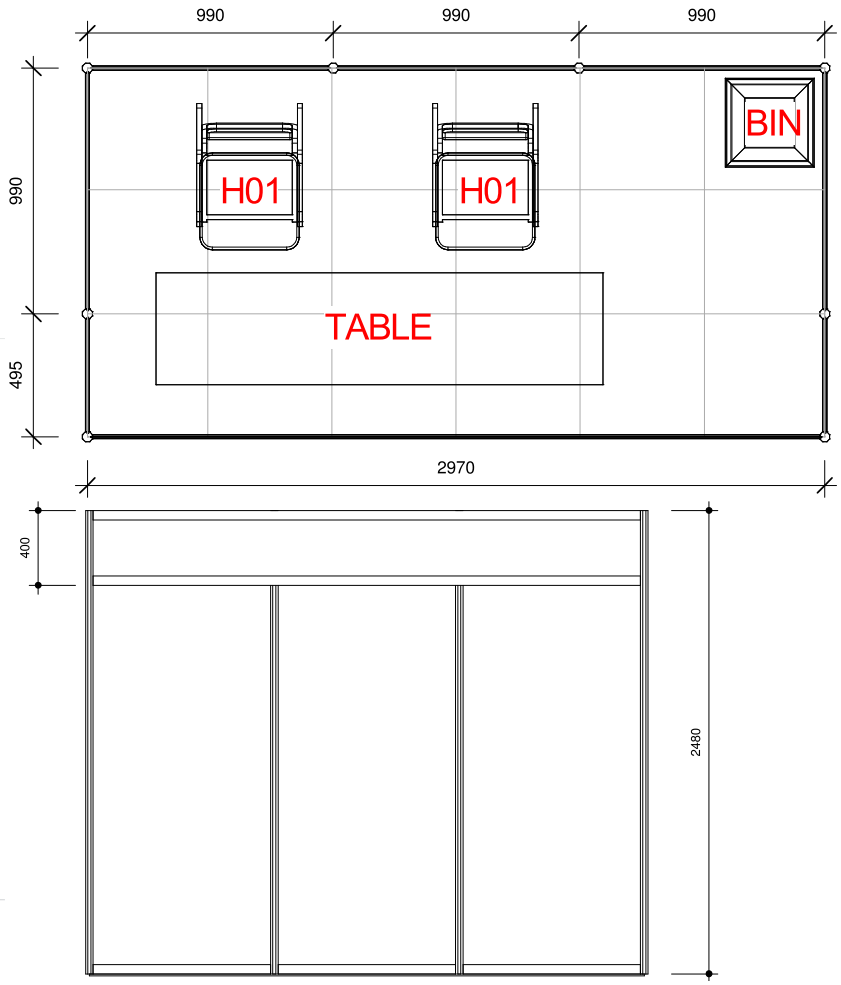
** *Additional electrical, such a plasma screens may require an upgraded distribution board. Please direct any questions about electrical services to GL events Oasys.*

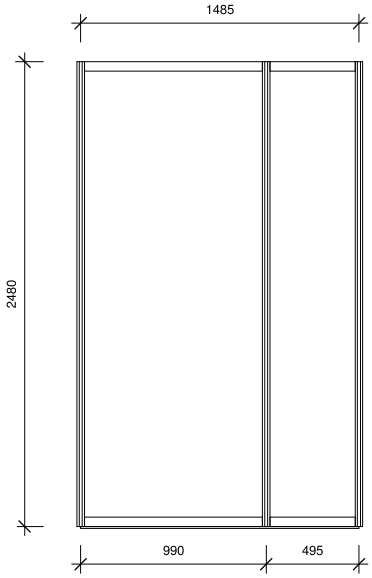
Oasys Stand Diagram

3M X 1.5M

Graphic Sizes:

5x : 963 mm x 2393 mm
2x : 468 mm x 2393 mm
1x : 2943 mm x 313 mm



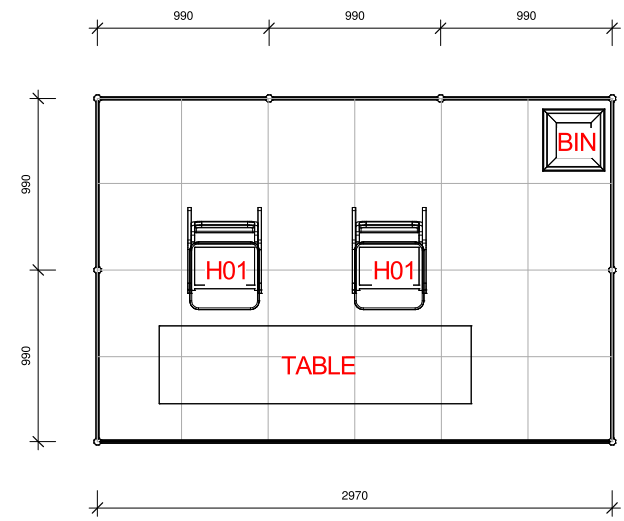


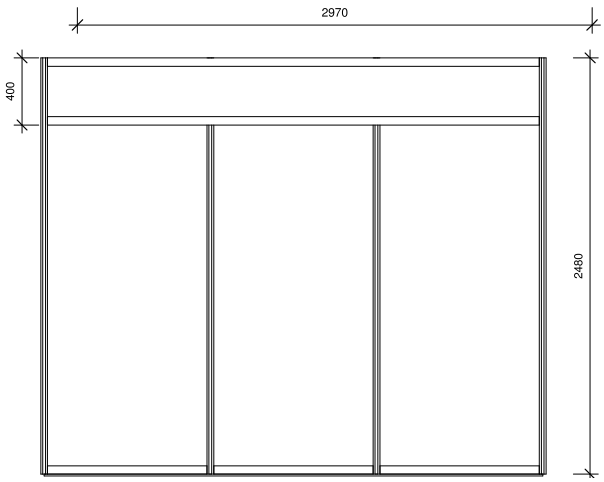
Oasys Stand Diagram

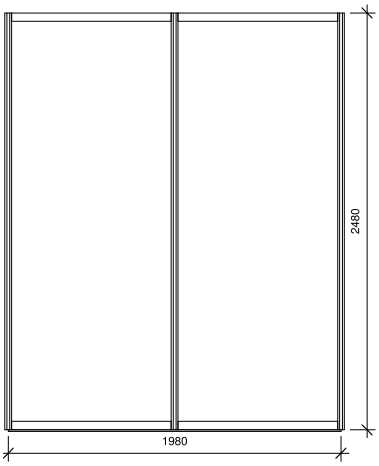
3M X 2M

Graphic Sizes:

7x : 963 mm x 2393 mm
1x : 2943 mm x 313 mm





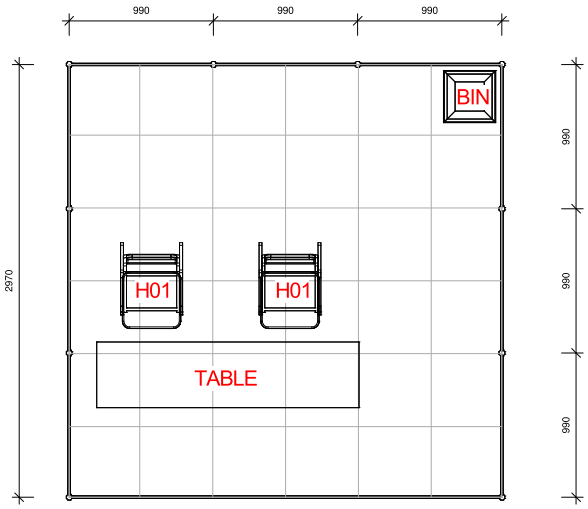


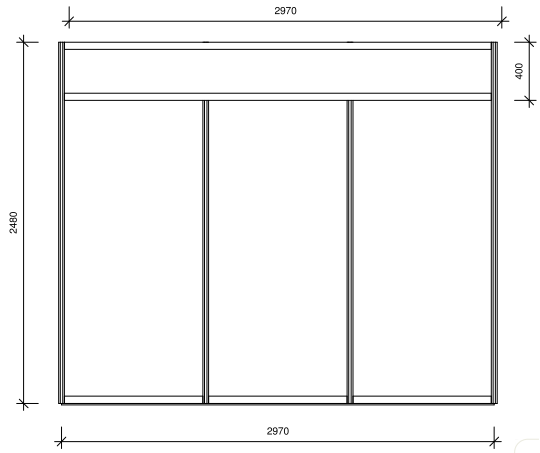
Oasys Stand Diagram

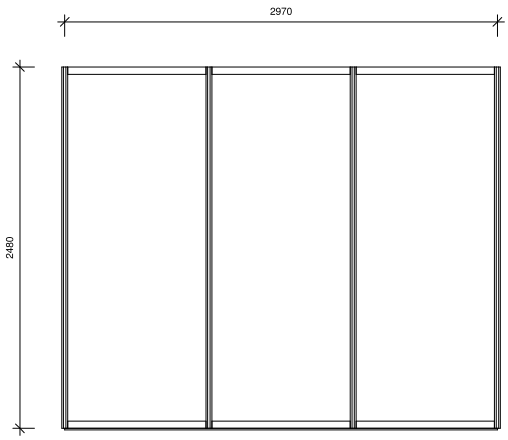
3M X 3M

Graphic Sizes:

9x : 963 mm x 2393 mm
1x : 2943 mm x 313 mm

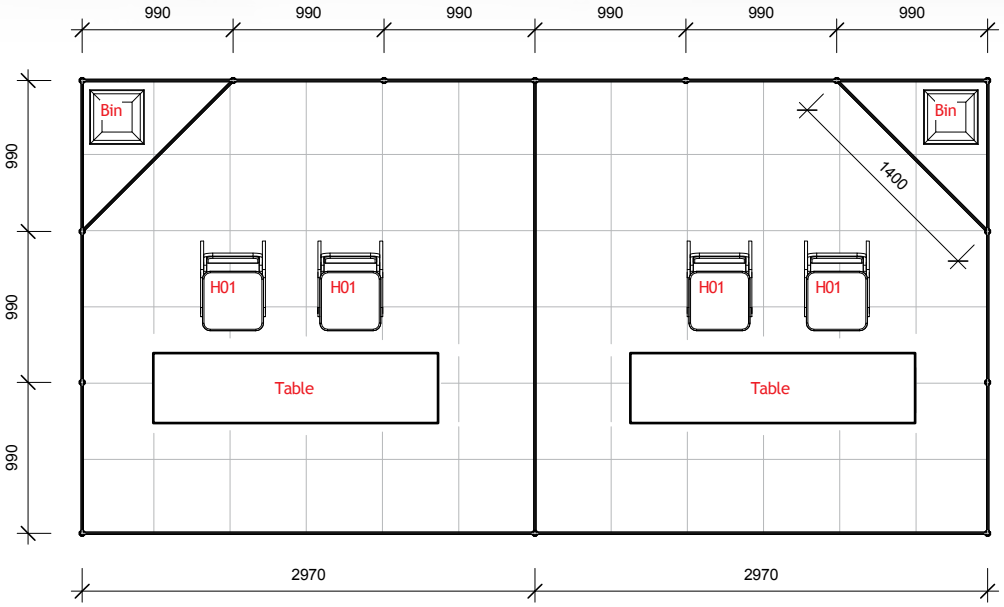


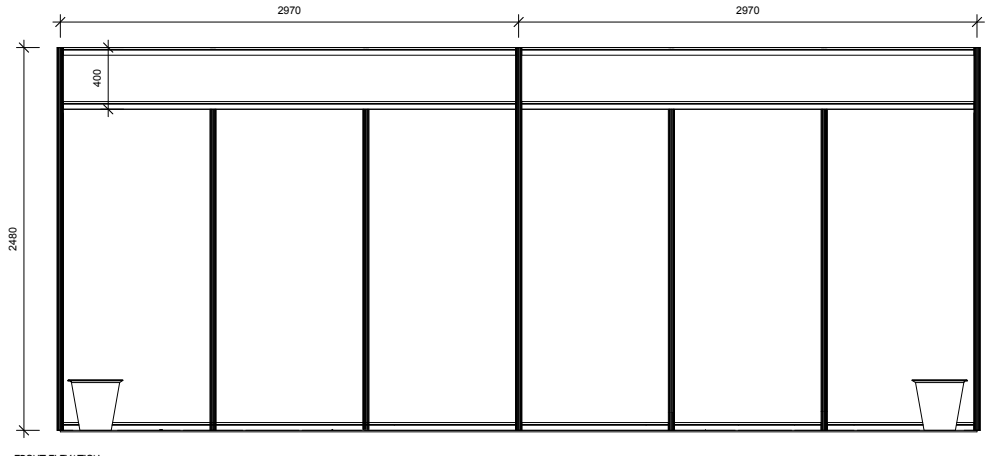




Oasys Stand Diagram

3M X 6M



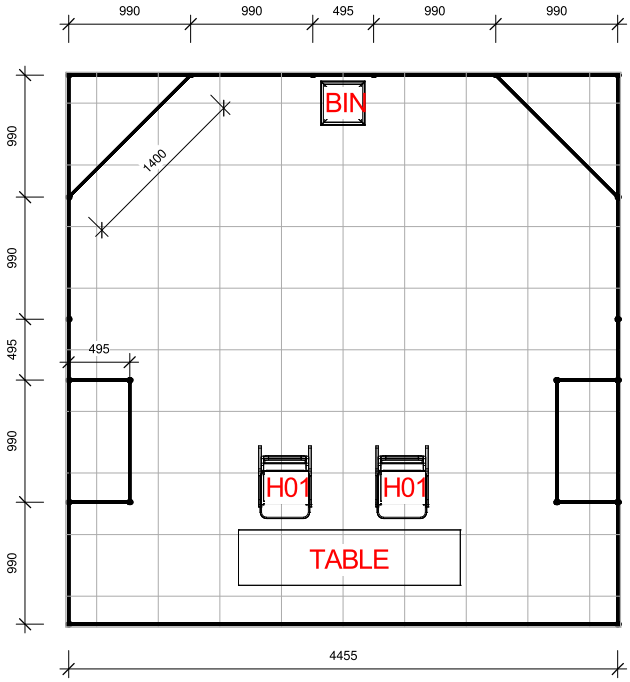


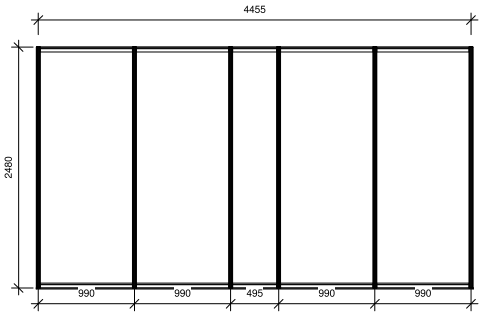
Oasys Stand Diagram

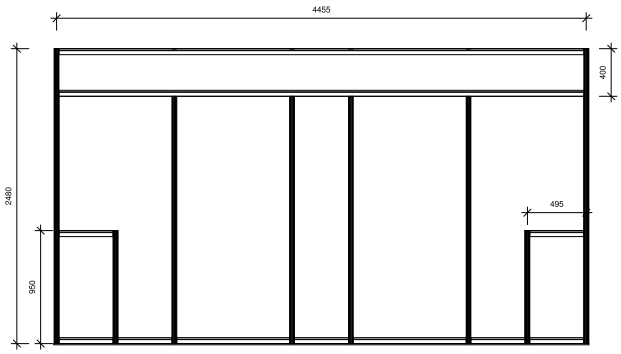
4.5M X 4.5M

Graphic Sizes:

12x : 963 mm x 2393 mm
3x : 468 mm x 2393 mm
1x : 4428 mm x 313 mm

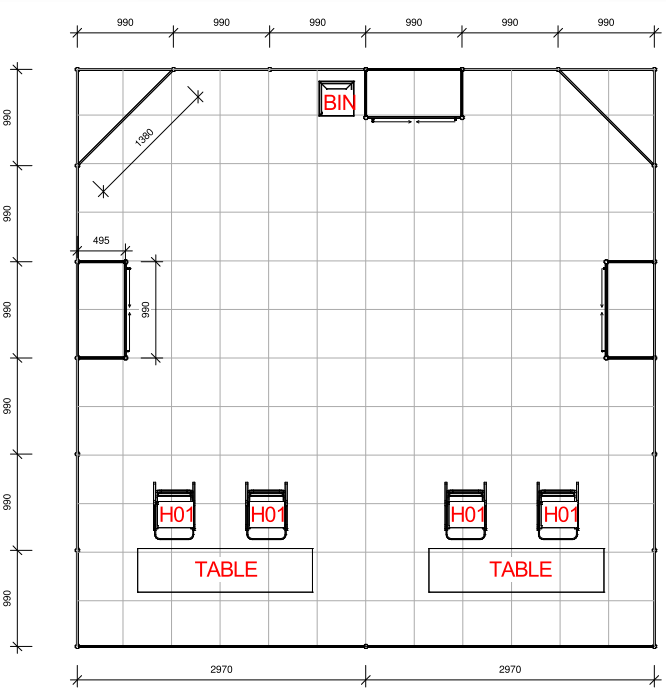


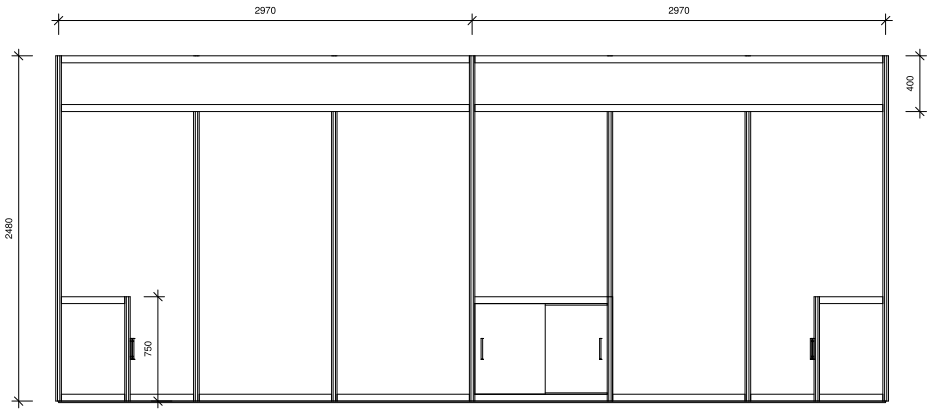




Oasys Stand Diagram

6M X 6M





Graphic Sizes:

18x : 963 mm x 2393 mm
2x : 2943 mm x 313 mm

Oasys Stand Plan

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

PLEASE NOTE : THIS FORM IS COMPULSORY.

TO ENSURE CORRECT PLANNING FOR THE EVENT, THE INSTALLATION OF YOUR SERVICE REQUIREMENTS AND THAT STANDS ARE OF A SUITABLE STANDARD, THIS FORM MUST BE COMPLETED.

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spot lights ϕ connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : _____m X _____m SCALE : One Block = _____

Oasys Fascia

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER :4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.oasys.co.za

1. FASCIAS

- ☐ We do require a fascia board
- ☐ We do require a fascia board, but do not require a fascia name (i.e. blank fascia board)
- ☐ We do not require a fascia board

2. STANDARD SHELL SCHEME FASCIA SIGNAGE

To simplify the ordering of signage and standard format is offered as follow:

- ❖ Vinyl Lettering to be centered where possible
- ❖ Typestyle : Standard, 100mm height
- ❖ Colour : Black lettering on White fascia board

Company Name/Lettering (Maximum 40 letters to appear on the fascia board as follow:

3. CUSTOMISED FASCIA SIGNAGE

Other signage, different fascia lettering, logos, signage for the panels etc., are subject to a quotation.
Please supply details e.g. typestyle, colour, logos, dimensions and a sketch to the organizer who will supply a quote.

Oasys Electrical Hire

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER :4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.oasys.co.za

Description	QTY	R	UNIT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R	880.00	
30 Amp Single Phase Distribution Board		R	1 103.00	
30 Amp Three Phase Distribution Board		R	1 296.00	
60 Amp Three Phase Distribution Board		R	3 979.00	
125 Amp Three Phase Distribution Board		R	5 353.00	
160 Amp Three Phase Distribution Board		R	6 375.60	
15 Amp Plug Point - *see note NB		R	197.00	
2,4m Two Lamp Fluorescent Light		R	365.00	
1,5m Two Lamp Fluorescent Light		R	263.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R	214.00	
50 Watt Long Arm Spot Light		R	240.00	
50 Watt Down Light		R	240.00	
150 Watt Spot Light		R	197.00	
500 Watt Quartz Fitting		R	233.00	
1500 Watt Quartz Fitting		R	360.00	
150 Watt Metal Halide		R	924.00	
Exhibitors Connection		R	160.00	
TOTAL :				

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T

*NB: If you have not opted for a 'package stand', and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact Oasys for assistance, on +27 21 526 3200.

Oasys Furniture

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER :4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.oasys.co.za

CODE	ITEM	DESCRIPTION	QTY	PRICE	TOTAL
H01	OFFICE CHAIR	BLACK		R 202.00	
H02	KOMORO CHAIR	BLACK		R 326.00	
H03	BREEZE CHAIR	BLACK		R 321.00	
H05	CUBIC BEECHWOOD			R 488.00	
H06	CUBIC PRO CHAIR			R 538.00	
H09	ARMENT CHAIR	BLUE/GREEN/RED/YELLOW		R 321.00	
H10	DELI CHAIR	WHITE		R 95.00	
H11	FROG BARSTOOL	IVORY/RED/YELLOW/GREEN		R 326.00	
H12	ALUMINIUM CHAIR	ALUMINIUM		R 418.00	
H13	KALAHARI CHAIR	DARK GREEN		R 186.00	
H14	VISITORS CHAIR	BLACK & RED		R 456.00	
H16	MARLIN ARMCHAIR - BLACK	BLACK/BLUE/BURGANDY		R 321.00	
H18	ZOBRANO RING CHAIR	WOOD GRAIN		R 326.00	
H19	ROUND BARSTOOL	BLACK & SILVER		R 249.00	
H21	WATERFALL BARSTOOL	WHITE		R 469.00	
H24	LONG JOHN SILVER BARSTOOL	RED & SILVER		R 553.00	
H25	CUBIC BEECHWOOD BARSTOOL	BLACK & BEECHWOOD		R 451.00	
H27	ALUMINIUM BARSTOOL	SILVER		R 441.00	
H28	SOLAR BARSTOOL	BLACK/RED/SILVER		R 415.00	
H29	DIVO BARSTOOL	WHITE		R 341.00	
H30	KOMORO BARSTOOL	BLACK		R 326.00	
H31	SHANTUNG BARSTOOL	WOOD GRAIN		R 326.00	
H33	GELATI BARSTOOL	WHITE & BROWN		R 341.00	
H34	CHROME BISTRO TABLE	SILVER		R 688.00	
H35	RONDO COCKTAIL			R 764.00	
H39	BEECHWOOD TABLE ON CHROME LEGS	H 750mm D 900mm		R 400.00	
H40	RONDO CAFÉ TABLE	H 710mm D 900mm		R 594.00	
H41	CHROME CAFÉ TABLE	H 750mm D 560mm		R 620.00	
H42	ROUND TABLE ON MILAN BASE	WHITE, H 750mm D 900mm		R 306.00	
H43	SQUARE TABLE ON MILAN BASE	WHITE, H 750mm W 800mm		R 306.00	
H44	ROUND WOODEN FOLDING TABLE			R 321.00	
H45	SQUARE COFFEE TABLE	BLACK & WHITE, H 400mm W 610mm		R 202.00	
H46	CHROME & GLASS COFFEE TABLE	H 450mm W 700mm D 500mm		R 521.00	
H51	C'EST LA VIE CHAIR	NAARTJIE		R 625.00	
H52	TRISTAN TUB CHAIR	DARK BLUE		R 795.00	
H53	TUB CHAIR	BLACK		R 540.00	
H54	LAYLA CHAIR - BLUE	BLUE/RED		R 1 181.00	
H55	LENNY SEATER- SINGLE	BLACK		R 1 435.00	
H55	LENNY SEATER- DOUBLE	BLACK		R 1 860.00	
H57	KOMODO SINGLE SEATER	BLACK & RED		R 1 953.00	
H58	KOMODO DOUBLE SEATER	BLACK & RED		R 2 131.00	
H59A	LOUNGE SUITE, 1 SEATER	BLACK; L 950mm D 750mm		R 726.00	
H59B	LOUNGE SUITE, 2 SEATER	BLACK; L 1400mm D 750mm BLACK		R 1 452.00	
H59C	LOUNGE SUITE, 3 SEATER	BLACK; L 1830mm D 650mm		R 1 698.00	

Oasys Furniture (cont'd)

H61	NIKKY SINGLE SEAT COUCH	BLACK SUEDE/WHITE LEATHER		R	685.00	
H62	NIKKY DOUBLE SEAT COUCH	BLACK SUEDE/WHITE LEATHER		R	1 302.00	
H63	MAXIMA BAR COUNTER	SILVER & BLACK		R	1 532.00	
H64	OCTANORM BAR COUNTER	WHITE; H 900mm W 1010mm D 500mm		R	700.00	
H68	ZIG-ZAG BROCHURE HOLDER	BLACK		R	582.00	
H68B	SMART BROCHURE HOLDER	SILVER AND PERSPEX		R	665.00	
H69	COAT RACK	SILVER; H 1700mm		R	220.00	
H70	UPRIGHT DISPLAY PANEL	WHITE PANEL; H 2000mm W 1000mm		R	407.00	
H72	ROPE BARRIER	PER 1 METRE UNIT		R	280.00	
H73	WATERCOOLER WITH 20L WATER			R	1 264.00	
H74	HEXAGONAL DISPLAY PLINTH	WHITE; H 300mm D 500mm		R	164.00	
H77	SML WASTE BIN	BLUE		R	45.00	
H78	LARGE WASTE BIN	GREY		R	145.00	
H80	STAINLESS STEEL ASHTRAY & WASTE BIN	PERFORATED		R	226.00	
H81	STAINLESS STEEL WASTE BIN	PERFORATED		R	105.00	
H83	SMALL REFRIGERATOR	H 840mm W 520mm D 480mm		R	1 427.00	
H84	NEWLINE CUPBOARD	H 900mm W 1010mm D 520mm		R	738.00	
H85	OCTANORM CUPBOARD	H 900mm W 1030mm D 530mm		R	665.00	
H86	NEWLINE GLASS TOP COUNTER	H 900mm W 1010mm D 500mm		R	1 019.00	
H87	OCTONORM GLASS TOP COUNTER	H 900mm W 1030mm D 530mm		R	855.00	
H88	NEWLINE SHOWCASE, LARGE	H 1980mm W 1010mm D 500mm		R	1 832.00	
H89	OCTONORM SHOWCASE, LARGE	H 2000mm W 1030mm D 530mm		R	1 832.00	
H90	NEWLINE SHOWCASE, SMALL	H 1980mm W 500mm D 500mm		R	1 378.00	
H91	OCTONORM SHOWCASE, SMALL	H 2000mm W 530mm D 530mm		R	1 427.00	
H92	STANDING SHELF	H 1360mm W 990mm D 495mm		R	738.00	
H94	OTTOMANS	VARIOUS		R	515.00	
H97	QUIET MOMENT CHAIR	BROWN LEATHER		R	515.00	
H98	ZEBRANO BARSTOOL	WOODGRAIN		R	326.00	
H103	FOLDING TABLE	WHITE		R	530.00	
H107A	FLAT SHELVES			R	225.00	
H115	TRESTLE TABLE	H 750mm W 1800mm D 750mm		R	299.00	
	FULL LENGTH TABLE CLOTH	WHITE or BLACK		R	221.00	
	PLASMA BRACKET (MELAMINE)	FOR SCREENS =/< 42"		R	225.00	
					TOTAL EX	

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T [SA RESIDENTS ONLY]

Oasys Audio Visual

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER :4610214399

PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE | PER DAY	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 1 550.00	*04*	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 2 657.00	*04*	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 3 786.00	*04*	

LCD MONITORS | HD READY

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE | PER DAY	DAYS REQUIRED	TOTAL
19"	LCD Monitor			R 220.00	*04*	
20"	LCD Monitor			R 260.00	*04*	
32"	LCD Monitor			R 778.00	*04*	

LCD MONITORS | FULL HD

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE | PER DAY	DAYS REQUIRED	TOTAL
40"	LCD Monitor			R 1 460.00	*04*	
46"	LCD Monitor			R 1 727.00	*04*	
52"	LCD Monitor			R 2 073.00	*04*	
65"	LCD Monitor			R 2 850.00	*04*	

ADDITIONAL

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE | PER DAY	DAYS REQUIRED	TOTAL
n/a	DVD Player	n/a		R 263.00	*04*	
n/a	Blue Ray Player	n/a		R 720.00	*04*	
				TOTAL:		

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T \| CURRENCY SOUTH AFRICAN RAND – ZAR

Oasys Expo Screens

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER :4610214399

We Hire the following Expo Screens Services

QTY	OPENINGS OF STANDS	COST | EACH	TOTAL
	2 OR 3 METRES WIDTH	**@ R 1 217.00**	
	4 METERS WIDTH	**@ R 1 622.00**	
	5 METERS WIDTH	**@ R 2 028.00**	
	ALARM (THIS IS ONLY AVAILABLE WHEN PLACING AN ORDER FOR EXPO SCREENS	**@ R 669.00**	
	LESS 20% DISCOUNT (ONLY FOR ORDERS AND FULL PAYMENT RECEIVED BEFORE START OF BUILD UP		
	SUB TOTAL (EXCL VAT)		
	VAT @ 14%		
	TOTAL		

Prices are listed for the duration of the Expo. To confirm your order, please fax the completed form together with a payment confirmation. A tax invoice will be supplied after the exhibition, VAT REG. 4610214399

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T | CURRENCY SOUTH AFRICAN RAND - ZAR

Oasys Plants

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

_____

VAT # [SA RESIDENTS] : _____

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER :4610214399

INDOOR PLANTS

- **Standard Availability – Bushy Bamboo Palms, Kentia Palms, Ficus Benjaminas (Green / White)**

SIZE	DESCRIPTION	QTY	PRICE	TOTAL
30cm Plastic	White Planter with Small Plant ± 0.8m		**R 312.00**	
35cm Plastic	White Planter with Medium Plant ± 1.4m		**R 335.00**	
43cm Plastic	White Planter with Large Plant ± 2.0m		**R 380.00**	
49cm	Genuine Terracotta Planters with Large Plant		**R 745.00**	
32cm	Mixed Desk Bowl		**R 300.00**	
90cm x 20cm	Through with Greenery or Colour		**R 550.00**	
40cm	Stainless Steel Planters with Med/Large Plant		**R 830.00**	
49cm	Genuine Ceramic Planter with Large Plant		**R 780.00**	

OUTDOOR PLANTS

- **Standard Availability – Bushy Bamboo Palms, Kentia Palms, Ficus Benjaminas (Green / White)**

SIZE	DESCRIPTION	QTY	PRICE	TOTAL
35cm	Standard Eugenias – Topiary/Lollipop		**R 380.00**	
35cm	Eugenias – Bushy ± 1.6m		**R 380.00**	
35cm	Roebelenii Palms ± 0.8m		**R 380.00**	
43cm	Cordylines ± 1.8m		**R 380.00**	
49cm	Genuine Terracotta or Ceramic Planter		**R 648.00**	
40cm	Stainless Steel Planter		**R 655.00**	
70cm	Terracotta Conifer		**R 1 075.00**	
70cm	Terracotta Cordyline		**R 1 075.00**	
70cm	Terracotta Cycas		**R 1 075.00**	
70cm	Terracotta Lollipop		**R 1 075.00**	
70cm	Terracotta Roebelenii		**R 1 075.00**	
70cm	Terracotta Strelitzia		**R 1 075.00**	
43cm	Strilitzia ± 1.8m		**R 380.00**	
			TOTAL:	

Sponsor Appointed Contractor's Form

Sponsors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC), to assemble and dismantle their stand must complete and return this form.

The EAC must be licensed, insured and authorized to work in South Africa and must adhere to all rules and regulations of Mining Indaba and Oasys. This includes keeping hallways and aisles clear, clearing empty crates and being properly badged.

1. Sponsor contact information

Sponsor Company: _____ Stand #: _____

Person in Charge On-site: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Tel.: _____ Fax: _____

Email: _____

Is this contractor authorized to order services on your behalf? Yes No (Circle)

2. EAC/I&D Information

Contractor: _____

Service to Provide: _____

On-site Supervisor: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Tel.: _____ Fax: _____

Email: _____

Authorized Signature of Exhibiting Company: _____ Date: _____

All contracted personnel must check in at **GL events Oasys Service Desk & Safety Officer** prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

Exhibition Rules & Regulations

In addition to the Terms & Conditions located on your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

ADMISSION POLICY

Exhibit hall admittance is restricted only to sponsor personnel and registered delegates displaying an official show badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show badge. No one under the age of 16 is permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor. Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management. Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall. Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted. Sponsors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

ADVERTISING

Sponsors shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits. Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must have prior approval of show management. Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways,

vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property. Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

AISLES

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle. All features, signs and/or walls that are facing the aisle need to be covered or finished.

ANIMALS

Unless otherwise stated, animals are not allowed to be used as a stand attraction, for performance or demonstration purposes at the exhibition.

APPEARANCE OF EXHIBIT SPACE AND CARE OF PREMISES

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split-island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

BEHAVIOR/GOOD NEIGHBOR POLICY

Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

Exhibition Rules & Regulations

BUILDING REGULATIONS AND CARE OF THE FACILITY

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents contractors or representatives

DANGEROUS MATERIALS

(a) No exposed electrical fittings, fixtures and cables are to be used in the exhibition halls at all times.

(b) No temporary gas (LPG), explosives, petrol, dangerous gases or highly inflammable substances are allowed in the halls.

(c) No radioactive substances are allowed unless prior approval in writing is obtained from the Organizer. Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

EXHIBIT DESIGN

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.

The EAC will not solicit business at the event.

The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.

The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.

Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of: Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.

Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

EXHIBITOR REGISTRATION & BADGES

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are nontransferable.Thelending/sharing of badges is prohibited and will result in confiscation.

FIRE AND SAFETY REGULATIONS

All construction materials used in your booth design must be made from certified fire retardant materials. Each exhibitor is asked to have available on-site both samples for testing and flame proofing certificates for inspection.

FOOD AND BEVERAGES

No external F&B suppliers/caterers are allowed to supply or cater any form of food and beverage in the center. The centre provides an extensive range of F & B services to suit any event. Please approach the center for all F&B requirements.

The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.

Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.

Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.

HANGING SIGNS AND GRAPHICS

Hanging signs and graphics are permitted but require prior approval of show management and Pico International LTD, the official contractor of the event. Rigging using the existing hall ceiling structure is only allowed for banners, curtain drapes, lighting trusses and any decorative items provided if the item to be suspended is endorsed by a local professional engineer. Due to safety concerns, rigging of stand structures is strictly not allowed as all booth constructors must ensure that the stand they build are structurally safe. All rigging must be approved by and conducted by Pico International

INSTALL/DISMANTLE

Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.

Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.

No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations. Information on set-up and event hours will be provided to Sponsor in the Exhibitor Prospectus as well as information on installation and removal of exhibits. Exhibition stands must remain open in accordance with the schedule published prior to the event or as amended by Organiser. NO BREAKDOWN or DISMANTLING OF EXHIBITS will be permitted before the event officially closes down. If Sponsor infringes this rule, it will be assessed a fee of USD $500 per exhibit and may be banned from future events.

All materials must be removed from the facility by the end of the official move-out period. (Official move in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)

Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

MULTI-LEVEL OR DOUBLE STOREY EXHIBITS

A Multi-story exhibit is a stand where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. All Multi-Level and covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

Double storey stands are applicable for contracted ground area of 60 square metres and above (to be considered on a case-by-case basis). The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including that of the Fire & Safety Bureau, the Organiser and the venue owner. Designs and layout plans of the double storey stand must be submitted to the Organiser for approval at least 2 months prior to the exhibition.

STAND BOUNDARIES AND DESIGN RESTRICTION

All stands must be carpeted or laid with some form of flooring as clear demarcation of contracted space. Except for "island" booths (4-side open), a backwall must be installed for every stand. Stands with immediate neighbour(s) should also be provided with the necessary sidewall(s). Exhibitors may not place any display material or exhibit, nor extend their stand structures and fittings, beyond their contracted boundary with the exception of 300mm (max.) protrusion allowable for fascia or tower above 2.5m. The Exhibitor may be charged for area exceeded, and the Organiser reserves the right to remove the infringing material. Likewise, any projection of programmable moving lights (e.g. cyber lights) are restricted within the perimeter of their stand. The prevailing rate for space rental on per square metre basis will be charged to exhibitors who fail to comply to the above.

STRUCTURAL HEIGHT RESTRICTION

The permitted stand height is 2.5m. **The fascia panel fronting an aisle may be permitted to rise up to 2.5m (8ft. 2in.); where the depth of the fascia panel does not exceed 40mm. Any design for a structure exceeding 2.5m in height must be submitted for approval for a vertical upgrade at prior to the exhibition and will be considered on a case-by-case basis. Please see the vertical upgrade form for the correct pricing of your vertical visibility upgrade**. If approved, this structure (except the fascia panel) will be restricted to a distance of 1 metre (3ft. 3in.) away from the dividing walls of the adjoining stands. This restriction also applies to overhead structure suspended from the existing hall ceiling.

Unless otherwise stated, Exhibitors may appoint their own stand fitting contractor subject to approval from the Organiser. In this instance, exhibitors are responsible for making their own arrangements for services.

The services of the official contractors are for the convenience of Exhibitors, and the Organiser will accept no liability in respect of any contract between Exhibitors and such contractors for the negligence or default of any such persons, their servants and agents.

Where mechanical handling within the exhibition hall is required, only the official freight forwarders may be appointed.

STAND FITTING CONTRACTOR

In adherence to safety requirements, only the Organiser's official contractor may carry out electrical and pipe installations. Exhibitors may appoint their own contractor for stand design and construction subject to them being approved by the Organiser.

SOUND/MUSIC/NOISE

Exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Exhibition Rules & Regulations

STAFFING OF BOOTH

The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.

Exhibition space must be fully operational and staffed during published exhibition hours.

Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.

Exhibit personnel shall wear professional attire consistent with the event decorum.

Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

SUITCASING

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

POWER SUPPLY AND LIGHTING

(a) All electrical installation work from source of supply at the exhibition must be carried out solely by the Organiser's official contractor.

(c) Sponsors requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters etc. and keep the organizer informed.

(d) All electrical equipment and connection downstream from Organizer's supply should be tested and appropriately grounded and approved by the Exhibitor's (or Exhibitor's appointed contractor's) local licensed electrical engineers prior to turning on the electrical supply.

FLOOR LOADING CAPACITY

The permitted floor loadings stipulated by the venue owners must not be exceeded. However, on a case-by-case basis subject to the approval of the venue owner, special arrangements including the provision of steel base plates may be required for any exhibit exceeding these limits. The Organizer's delivery schedule for heavy and large exhibits must be strictly adhered to. Please approach the Organizer for specific floor loadings of the venue concerned.

VEHICLES ON DISPLAY

All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.

Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.

Fueling or de-fueling of vehicles on the facility premises is prohibited.

Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.

Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are permitted as exhibits in the exhibit hall but must be approved by show management.

Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.

Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.

Auxiliary batteries not connected to engine starting system may remain connected.

External chargers or batteries are allowed for demonstration purposes.

No battery charging is permitted inside the building.

WORKING EXHIBITS

(a) Moving machinery must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power.

(b) Working machines must be placed at a relatively safe distance from the audience. We strongly recommend the use of safety guards.

(c) All pressure vessels or equipment under pressure must conform to the safety standards & regulations. Prior approval must be sought from the Organizer before operating such equipment.

(d) No motors, engines, contrivances or power-driven machinery may be used without adequate protection against risk of fire.

Safety Forms

All Contractors / Exhibitors building custom stands must submit a fully documented health and safety file to Ecosafety at least 4 weeks before the commencement of build-up. Contractors / Exhibitors who do not yet have a health and safety file developed for their company can download and complete the templates below. Contractors / Exhibitors will not be permitted to begin with their stand building until their health and safety plan has been evaluated and approved by Ecosafety. Please refer to the Contractor H&S Audit form for all other supporting documents required, which are not included in the download section. The 37.2 Mandatary Agreement form must be initialed on each page, signed by the Contractor / Exhibitor's CEO and forwarded to Ecosafety.

Please contact **alex@ecosafety.co.za** should you require more information.

The Occupational Health and Safety Act (OHASA)

WRITTEN AGREEMENT ON OCCUPATIONAL HEALTH AND SAFETY IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993)

ENTERED INTO AND BETWEEN:

Mining Indaba, LLC
(Hereinafter referred to as "The Company"),

AND

_____
Contractor/Sub-Contractor/
(Hereinafter referred to as "The Contractor")

_____
Workman's Compensation Number

FOR CONTRACTOR:

_____
SIGNED BY CONTRACTOR OR HIS AUTHORISED REPRESENTATIVE

_____
DATE

PLEASE PRINT:

_____
NAME

_____
DESIGNATION

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

The Occupational Health and Safety Act (OHASA)

INTRODUCTION

The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises.

In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

TERMS OF AGREEMENT

1. The Contractor must obtain and forward to the Company a valid Letter of Good Standing from the Commissioner (WCC) prior to commencement of work. The Workmen's Compensation phone number is (012) 319-9111.

2. The Contractor warrants that all his and his Sub-Contractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such workman is present on the Company's premises.

3. The Contractor warrants that he is in possession of the following insurance cover which shall remain in force whilst he and/or his Sub-Contractor and/or his employees are present on the Company's premises or which shall remain in force for the duration of his contractual relationship with the Company, whichever period is the longest:

(i) Insurance covering his liability to any employees, his own or Sub-Contractors, whose earnings are in excess of earnings as defined in the Compensation for Occupational Diseases Act 1993. (All employees' earnings to be submitted after March 1994 to the Commissioner).

(ii) Public liability insurance cover.

(iii) Any other insurance cover that will adequately make provision for any possible losses and/or claims arising from his and/or his Sub-Contractors and/or his employees' acts and/or omissions to the Company's premises.

4. The Contractor undertakes to ensure that he and/or his Sub-Contractors and/or their respective employees will at all times comply with the following conditions:

(i) All work performed on the premises of the Company must be performed under the close supervision of the Contractor's employees who are to be trained to understand the hazards associated with any work that the Contractor performs on the stated premises.

(ii) The Contractor shall assume responsibility in terms of Section 16(1) of the Occupational Health and Safety Act. If the Contractor delegates any duty in terms of Section 16(2), a copy of such written delegation shall immediately be forwarded to the Company.

(iii) The Contractor shall ensure that he familiarizes himself with the requirements of the

Occupational Health and Safety Act and that he, his employees and any Sub- Contractor comply with them.

(iv) The Contractor shall appoint competent employees who shall be trained on any Occupational Health and Safety aspect pertinent to them or the work that is to be performed.

(v) Discipline regarding Occupational Health and Safety shall be strictly enforced.

(vi) Personal Protective Equipment shall be issued as required and worn at all material times.

(vii) Safe work practices shall be enforced and all employees shall be conversant with the contents of these practices.

(viii) No unsafe equipment/machinery and/or articles shall be used on the premises managed by the Company.

(ix) All incidents referred to in the Occupational Health and Safety Act shall be reported by the Contractor to the Department of labour as well as to the Company's section

16(2) delegated managers, Mr. Kobus Dannhauser, and shall further provide the Company with copies of any written documentation relating to the incident.

(x) The Company hereby obtains an interest in the issue of any formal inquiry conducted in terms of Section 32 of the Occupational Health and Safety Act into any incident involving a Contractor and/or his employees and/or his Sub-Contractor.

(xi) No use shall be made of any of the Company's or its clients' machinery/ article/ substance/ personal protective equipment without written approval.

(xii) Work for which the issuing of a permit is required shall not be performed prior to the obtaining of a duly completed and approved permit.

(xiii) No alcohol or other intoxicating substance shall be allowed on the premises of the Company. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises.

(xiv) Full participation shall be given if and when Company employees inquire into Occupational Health and Safety issues.

5. The Contractor confirms that he has been informed that he must report to the Company's (Section 16(2) delegated manager, (in writing) anything that he deems to be unhealthy and/or unsafe. He has versed his employees and/or Sub-Contractors in this regard.

6. The Contractor warrants that he shall not endanger the health and safety of the Company or its clients' employees or any member of the public in any way whilst performing any work on the premises managed by the Company.

7. Non-compliance with any of the above clauses may lead to immediate cancellation of the contract.

TO COMPLETE BY THE CONTRACTOR: ***PLEASE PRINT***

DATE: _____

NAME: _____

SIGNED BY CONTRACTOR OR HIS AUTHORISED REPRESENTATIVE: _____

DESIGNATION: _____

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Health and Safety Plan

1. Contractor Name: _____

2. Event Name: _____

3. Event Date: _____

4. Contractor Address and Contact Details:

_____

_____

5. Name and Contact Details of Supervisor On Site:

_____

_____

6. Emergency Procedures and Contact Numbers:

_____

_____

_____

7:General Description of Work Activities To Be Undertaken:

_____

_____

_____

8. List of Tools and Equipment To Be Used:

_____

_____

_____

9. Health and Safety Precautions In Place:

_____

_____

_____

_____

Health and Safety Policy

COMPANY NAME:_____

We are committed to comply with all Occupational Health and Safety legislation relevant to our work activities and to ensure a safe and healthy working environment for all our employees, client's employees, contractors and for the general public affected by our work.

We recognize the importance of health & safety management in reducing and ultimately eliminating the number of incidents encountered in our workplace.

We recognize the need to strive towards continuous improvement in the management of health & safety in the workplace and are committed to the process of ongoing training and capacity building of all our employees.

We recognize the need to lead by example and are dedicated to ensuring that all persons working in the same workplace as us, other than our direct employees, are also made aware of the importance of the health & safety preventative measures implemented in our workplace.

_____ _____

CEO/MANAGING DIRECTOR DATE

PLEASE RETURN COMPLETED FORM BY 17 JAN 2014:

Nicole Pucci | npucci@miningindaba.com

Health & Safety Audit Report

Event Name: _____

Event Date: _____

Organiser: _____

Contractor: _____

Supervisor Name: _____

		COMPLIANCE			
No.	**DESCRIPTION OF REQUIREMENTS**	**YES**	**NO**	**N/A**	**COMMENTS**
1	Health & Safety Policy	❑	❑	❑	
2	Health & Safety Plan	❑	❑	❑	
3	Letter of Good Standing with the Compensation Fund or FEM	❑	❑	❑	
4	Public Liability Insurance	❑	❑	❑	
5	OHSAct Section 37.2 Mandatary Agreement with event organiser	❑	❑	❑	
6	OHSAct Section 37.2 Mandatary Agreement with sub-contractors	❑	❑	❑	
7	Risk assessments & safe work procedures	❑	❑	❑	
8	Safety talk / induction register	❑	❑	❑	
9	Emergency procedures & contact numbers	❑	❑	❑	
10	First aid box & trained first aider	❑	❑	❑	
11	Fall Protection Plan (for contractors working at heights: i.e. scaffolds, cherry pickers etc)	❑	❑	❑	
12	Medical certificates of fitness for work at heights and for vehicle operators	❑	❑	❑	
13	Operator certificates or licences for vehicles (e.g. forklifts, cherry pickers, cranes etc)	❑	❑	❑	
14	Proof of training for hazardous work (e.g. work at heights, use of explosive power tools etc..)	❑	❑	❑	
15	Structural certificate for structures higher than 3m and/or stages higher than 600mm	❑	❑	❑	
16	Electrical certificate of compliance	❑	❑	❑	
17	Flame retardant certificates	❑	❑	❑	
18	Pyrotechnic Permit	❑	❑	❑	
19	Appointment and proof of competency of key personnel:	❑	❑	❑	
19.1	16.2 appointee	❑	❑	❑	
19.2	6.1 Construction Supervisor	❑	❑	❑	
19.3	6.2 Assistant Construction Supervisor	❑	❑	❑	
19.4	Risk Assessor	❑	❑	❑	
19.5	Fall Protection Plan Developer / Coordinator	❑	❑	❑	
19.6	Rigging Supervisor	❑	❑	❑	
19.7	Scaffold Supervisor	❑	❑	❑	
19.8	Scaffold Erector	❑	❑	❑	
19.9	Portable Electrical Equipment Inspector	❑	❑	❑	
19.10	Ladder Inspector	❑	❑	❑	
19.11	Machinery Inspector (Cherry picker, forklift etc)	❑	❑	❑	
20	Checklists & registers for tools, equipment and vehicles:	❑	❑	❑	
20.1	Machinery Checklist (Cherry pickers, forklifts etc)	❑	❑	❑	
20.2	Scaffold Checklist	❑	❑	❑	
20.3	Ladder Checklist	❑	❑	❑	
20.4	Portable Electrical Equipment Checklist	❑	❑	❑	
20.5	Hand Tool Checklist	❑	❑	❑	
20.6	Compressor & Pneumatic Equipment Checklist	❑	❑	❑	
20.7	Harness & Fall Protection Equipment Checklist	❑	❑	❑	
20.8	Welding Equipment Checklist	❑	❑	❑	
20.9	Annual load test for lifting machines	❑	❑	❑	
20.11	Quarterly visual inspection register for lifting equipment	❑	❑	❑	

SAFETY OFFICER'S SIGNATURE: _____

EVENT ORGANISER'S SIGNATURE: _____

Risk Assessment

COMPANY NAME:	REVISION DATE:
EVENT NAME:	EVENT DATE:

RISK MATRIX

(Note: use the risk matrix below to calculate the risk ratings)

CONSEQUENCE

PROBABILITY	1 First Aid	2 Medical Attention	3 Temporary Disability	4 Permanent Disability	5 Fatality
1 Practically Impossible	Low	Low	Low	Medium	Medium
2 Unlikely	Low	Low	Medium	Medium	High
3 Possible	Low	Medium	Medium	High	High
4 Likely	Medium	Medium	High	High	Critical
5 Very Likely	Medium	High	High	Critical	Critical

Item No.	Work Activity	Hazards & Risks	Control Measures	Risk Rating

Health and Safety Officer Appoinment

CONSTRUCTION REGULATION 6.6

A contractor shall upon having considered the size of the project, the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction safety officer in writing to assist in the control of all safety related aspects on the site: Provided that, where the question arises as to whether a construction safety officer is necessary, the decision of an inspector shall be decisive.

I,_____ (Employer Name)

representing_____ (Company Name)

do hereby appoint_____ (Name of Appointee)

as the Health & Safety Officer in terms of Construction Regulation 6(6),

at_____ (Site Name)

_____ _____

Signature of Employer Date

ACCEPTANCE OF APPOINTMENT

I,_____ do hereby accept this appointment

and understand the scope of my responsibilities as the Health & Safety Officer in terms of Construction Regulation 6(6).

_____ _____

Signature of the appointee Date

Construction Supervisor Appoinment

CONSTRUCTION REGULATION 6.1

The contractor shall appoint a full-time competent employee in writing as the Construction Supervisor, with the duty of supervising the construction work.

"Construction work" means any work in connection with –

(a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;

I,_____ (Employer Name)

representing_____ (Company Name)

do hereby appoint_____ (Name of Appointee)

as the Construction Supervisor in terms of Construction Regulation 6(1),

at_____ (Site Name)

_____ _____

Signature of Employer Date

ACCEPTANCE OF APPOINTMENT

I,_____ do hereby accept this appointment

and understand the scope of my responsibilities as the Construction Supervisor in terms of Construction Regulation 6(1).

_____ _____

Signature of the appointee Date

Air Compressor Checklist

EVENT:	YEAR:

NOTE
Do not "tick". Write OK or use the number of the specific deviation given in the legend.

LEGEND

Indicate the "action" to be taken by number as indicated under "Corrective Action" below, specify the exact repairs to be done on a works request or job card

1 Dirty – oil/dust etc. on compressor
2 Oil leaks on compressor
3 V-belt drive not guarded
4 Guard does not cover back side
5 No red line on meter dial face
6 Safety valve not locked or sealed or not calibrated
7 Drain valve not accessible
8 Compressor not numbered or identified
9 Manufacturers plate not displayed or visible
10 Compressor due for pressure test (3-yearly to 1,25 x MPOP)
11 Electric cord/plug not in good state of repair
13 Other – specify

ID NO	LOCATION	1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
		Check	Action	Check	Action	Check	Action	Check	Action
DATE INSPECTED									
INSPECTOR'S INITIALS									
AUDIT/SPOT CHECK									

Electrical Equipment Checklist

Event Name:_____

Company Name:_____

The inspection of the portable electrical equipment should include at least the following:

1. Casings not damaged or cracked
2. Switches working
3. Machine guarding firmly in place
4. Chuck key or other device available for tightening (hand tightening is not enough)
5. Cable connections tight, cable let into the plug
6. Cable in good condition, no exposed wires, repairs done properly & waterproof
7. Plug in good condition
8. Earth connected & continuous

Inspection items must be marked "OK" if in good condition, "X" if damaged, or "N/A" if not applicable.

Items marked "X" may not be used and must be removed from site.

DESCRIPTION OF EQUIPMENT (drill, grinder, skill saw, extension lead etc..)	**DATE OF INSPECTION**								
EQUIPMENT INSPECTOR'S SIGNATURE:									

Hand Tool Checklist

Event Name:_____

Company Name: _____

The inspection of the hand tools should include at least the following:

1. Right tool being used for the job
2. Handles in good condition
3. Handles firmly attached to the heads
4. Heads in good condition: no mushrooming, chisels sharp…
5. Hand tools stored correctly, not left lying around

Inspection items must be marked "OK" if in good condition, "X" if damaged, or "N/A" if not applicable.

Items marked "X" may not be used and must be removed from site.

DESCRIPTION OF EQUIPMENT (hammers, chisels, screwdrivers etc..)	**DATE OF INSPECTION**								
HAND TOOL INSPECTOR'S SIGNATURE:									

Induction Attendance Register

CONTRACTOR NAME:
EVENT NAME:
INDUCTION CONTENT : (What has been communicated to employees & contractors)

FIRST NAME	SURNAME	SIGNATURE	DATE

Ladder Checklist

Event Name: _____

Company Name: _____

LADDER NUMBER:_____

Inspection items must be marked "OK" if in good condition, "X" if damaged, or "N/A" if not applicable.

No.	INSPECTION ITEMS	DATE OF INSPECTION							
1	Loose steps								
2	Loose screws, bolts								
3	Damaged/loose extension brackets								

Lifting Tackle Register 1

CHAINS & STEEL WIRE ROPES SLINGS

Event:	YEAR:

NOTE

Do not "tick". Write OK, or use the number of the specific deviation given in the legend. If the equipment is defective it must be tagged "Defective" and must be reported to the person responsible for the repair of the equipment. If the equipment is beyond repair it must be destroyed and discarded. New equipment to replace the discarded equipment must be obtained to discourage the use of makeshift equipment

LEGEND

1. STEEL WIRE ROPE SLINGS	2. HOOKS	3. CHAIN LINKS
1.1 Wear/Corrosion 1.2 Kinks/Deforming 1.3 Fatigue: Square breaks 1.4 Drying out of lubrication 1.5 Condition of care 1.6 Mechanical damage 1.7 Fittings – Check Splices Rope clamps Securing of fittings	2.1 Spread in throat opening 2.2 Cracked, nicked, chafed 2.3 Wear on eye 2.4 Wear on clevis 2.5 Wear on saddle 2.6 Wear on load pin 2.7 Side bending	3.1 Twisted, stretched, bent. 3.2 Nicked, gouged, cracked. 3.3 Inter link and side barrel wear. 3.4 Distorted/Damaged master links. 3.5 Distorted/Damaged coupling links. 3.6 Distorted/Damaged attachments. 3.7 Links dry.

ID NO	DESCRIPTION	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
DATE INSPECTED					
INSPECTOR'S SIGNATURE					
AUDIT/SPOT CHECK					

Lifting Tackle Register 2

WEBBING SLINGS

Event:	YEAR:

NOTE

Do not "tick". Write OK, or use the number of the specific deviation given in the legend. If the equipment is defective it must be tagged "Defective" and must be reported to the person responsible for the repair of the equipment. If the equipment is beyond repair it must be destroyed and discarded. New equipment to replace the discarded equipment must be obtained to discourage the use of makeshift equipment

LEGEND

1. WEBBING SLINGS

1.1 Wear/abrasions
1.2 Mechanical damage
1.3 Broken/cut/powdered fibres
1.4 Displaced yarns/strands
1.5 Flattening of strands
1.6 Discolouration of rope
1.7 Condition of inner strands
1.8 Exposure to corrosives
1.9 Exposure to heat

ID NO	DESCRIPTION	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
DATE INSPECTED					
INSPECTOR'S SIGNATURE					
AUDIT/SPOT CHECK					

Lifting Tackle Register 3

SHACKLES

EVENT:	YEAR:

NOTE

Do not "tick". Write OK, or use the number of the specific deviation given in the legend. If the equipment is defective it must be tagged "Defective" and must be reported to the person responsible for the repair of the equipment. If the equipment is beyond repair it must be destroyed and discarded. New equipment to replace the discarded equipment must be obtained to discourage the use of makeshift equipment

LEGEND

1 SHACKLES

1.1 General condition
1.2 Cracks
1.3 Wear on pin/threads
1.4 Maximum mass load (SWL) marked

ID NO	DESCRIPTION	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
DATE INSPECTED					
INSPECTOR'S SIGNATURE					
AUDIT/SPOT CHECK					

Pneumatic Equipment Register

EVENT:	INSPECTOR:	WEEK ENDING:

NOTE

Tick if in good working condition or use the number of the specific deviation given in the checklist below. If the equipment is defective it must be tagged "Defective" and must be reported to the person responsible for the repair of the equipment. If the equipment is beyond repair it must be destroyed and discarded.

DEVIATION CHECKLIST

1. Quick couplings not damaged – close properly	5. Attachment housing not cracked
2. Clamps tight on hose ends	6. Attachment switches in good condition
3. Hoses not damaged	7. Attachment bits or tips in good condition
4. Hoses protected from vehicle damage	8. Other - specify

Description	ID No	MON	TUE	WED	THURS	FRI	SAT	SUN
DATE INSPECTED								
INSPECTOR'S INITIALS								

Safety Harness Inspection Register

EVENT:	INSPECTOR NAME:	YEAR:

NOTE
Do not "tick". Write OK or use the number of the specific deviation given in the legend.
If the safety harness is damaged in any way it must be tagged "Defective" and removed from use.
If the harness cannot be repaired it must be discarded and replaced with a new one immediately.

LEGEND

1.	**WEBBING**
1.1	Dirty
1.2	Heat damage
1.3	Cuts or chafing
1.4	Seam damaged
1.5	Any other physical damage

2.	**METAL FITTINGS**
2.1	Chain damaged
2.2	Metal loops damaged
2.3	Couplings damaged
2.4	Shackles damaged
2.5	Clips damaged
2.6	Life line connections damaged
2.7	Lanyard connections damaged
2.8	Deformation of hook or fittings

ID NO	Serial Number	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE INSPECTED													
INSPECTOR'S INITIALS													
SPOT CHECK / AUDIT (Initials and date)													

Scaffold Checklist

Event Name: _____

Company Name: _____

Name of Scaffold Inspector: _____

All scaffolds are to be inspected and signed off by the appointed scaffold inspector before use and weekly thereafter, or after inclement weather, displacement or modification.

ITEM TO BE INSPECTED	DATE OF INSPECTION								
1. Foundations									
1.1 Ground Level									
1.2 Base jacks or wheels									
2. Bracing									
2.1 Bracing									
2.2 Tie bars									
3. Frames									
3.1 Frames straight (not twisted)									
3.2 Joint welds in good condition									
3.3 No excessive rust									
4. Guard Rails									
4.1 Guard rails all around platform									
4.2 Properly fixed to frame									
5. Ladder									
5.1 Hook on ladder secured									
5.2 Good condition									
5.3 900mm above platform									
6. Platform									
6.1 Full width platform									
6.2 Steel hook on boards used									
6.3 Toe boards used									
6.3 Boards in good condition									

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